

**BOOK
OF
ACCOUNT FORMS.**

Preface to the Book of Account Forms (Reprint).

This volume is merely a reprint of the Book of Account Forms as originally published in 1926 with such additions and alterations as have been introduced through correction slips issued up to date. To save space no reference has been included to forms which have been deleted since the issue of the original print and this explains the gaps in the continuity of the numbers of account forms. Part II of the original edition has been omitted as it has been decided that references to local forms should be made in the local manuals of the account offices and that none is required in this volume. Part III of the original edition has been omitted as references have been inserted in the Audit Code, the Account Code, the Civil Account Code, the Forest Account Code and the Book of Civil Service Regulations Forms showing which of the forms included in these Codes have been standardised for printing purposes.

2. The preface to the original print (as subsequently amended) has been reproduced separately for purpose of reference.

NEW DELHI ;
The 27th February 1935.

E. BURDON,
Auditor General in India.

PREFACE.

THIS book is divided into three parts. Part I contains samples of all forms not included in any prescribed Code, which have been authorised to be printed centrally for use by officers subordinate to the Government of India and the minor Local Governments.

Part II contains lists of forms not included in any prescribed Code, which may be printed for use in their offices by Civil Accountants General, either centrally or at Local Government Presses, as the Deputy Controller of the Central Printing Office may decide.

Part III gives a list of forms prescribed in the Audit Code, the Account Code, the Civil Account Code, the Forest Account Code and the Civil Service Regulations, which have been authorised to be printed centrally or at Local Government Presses.

2. The forms which have been authorised to be printed centrally are obtainable from the Manager of the Forms Press, 106, Dhurrumtoollah Street, Calcutta.

M. F. GAUNTLETT,

Auditor General.

The 31st December 1925.

CONTENTS.

23

List of forms not given in any prescribed code which have been authorised to be centrally printed for use by CIVIL ACCOUNTS AND AUDIT Officers.

TREASURY AND HIGHER AUDIT.		TREASURY & HIGHER AUDIT— <i>contd.</i>	
	No.		No.
Transit book of vouchers delivered to other Departments, etc.	S. Y. 1	Slip requesting Treasury Officers to <u>increase</u> balances of local funds, etc.	S Y. 28
Call for audited vouchers	" 2	Authority slip for payment of grants	" 29
Review register of the accounts of the Treasury.	" 3	Slip asking to recover and credit charges for maintenance of Indian state prisoners	" 31
Register for selection of vouchers for percentage audit and review.	" 4-A	Authority slip for treaty payments	" 32
Alphabetical index to the names of Government servants to whom House-building advances have been granted.	" 7	Register of treaty payments	" 33
Check register of excise opium for the District for the year	" 10	Order slip for payment at Sub-treasury or <i>Tahsil</i>	" 35
Slip forwarding schedules of receipts and issues of stamps	" 12	Register of treasury inspections.	" 36
Letter asking to recover and credit amounts into treasuries	" 13	Letter forwarding treasury inspection reports	" 37
Objection statement disposal register.	" 15	Advance recovery slip	" 38
Further remarks on replies to objection statements	" 16	Statement showing amount of full supplies made to Public Departments	" 39
Register of Disalcations	" 17	Memo. showing adjustments made through exchange accounts	" 40
Letter intimating availability of funds for house building, etc.	" 17-A	Register for watching the availability of Funds in respect of undistributed optional advances.	" 41
Letter intimating to Treasury Office regarding write-off of irrecoverable balance of an advance	" 18	Half-margin memorandum for recovery, of cost of medical stores supplied by the Medical Store Depot to Municipal, District Board, etc., Dispersaries.	" 42
Half-margin calling for wanting documents in support of monthly accounts.	" 19		
Register of <u>mint</u> advances and recoveries <u>survey</u>	" 20	GAZETTED AUDIT.	
Result of examination of the statement of expenditure of the Survey Department	" 21	Card asking to quote audit numbers.	" 43
Transit slip of vouchers in support of debits and credits to be passed on through exchange accounts	" 22	Warning letter to Treasury Officers when a Government servant is about to take leave or retire.	" 45
Register of suspense account	" 23	Leave account for High Court Judges	" 47-A
Breaksheet of suspense account	" 24	No-Demand Certificate	" 47
Monthly statement of cash balance of treasuries and of net transactions under Imperial Bank deposits	" 25	Letter of instructions to Government servants returning from leave out of India	" 47-A
Remarks or explanation of difference between the figures in the Account office and the Departmental returns.	" 27	Half-margin asking for details for history of services	" 48
		Half-margin calling for statement of services, etc., of officers transferred	" 49

CONTENTS.

List of forms not given in any prescribed code which have been authorised to be centrally printed for use by CIVIL ACCOUNTS AND AUDIT Officers.

TREASURY AND HIGHER AUDIT.

	No.
Transit book of vouchers delivered to other Departments, etc.	S. Y. 1
Call for audited vouchers	" 2
Review register of the accounts of the Treasury.	" 3
Register for selection of vouchers for percentage audit and review.	" 4-A
Alphabetical index to the names of Government servants to whom House-building advances have been granted.	" 7
Check register of excise opium for the District for the year	" 10
Slip forwarding schedules of receipts and issues of stamps	" 12
Letter asking to recover and credit amounts into treasuries	" 13
Objection statement disposal register.	" 15
Further remarks on replies to objection statements	" 16
Register of Defalcations	" 17
Letter intimating availability of funds for house building, etc.	" 17-A
Letter intimating to Treasury Office regarding write-off of irrecoverable balance of an advance.	" 18
Half-margin calling for wanting documents in support of monthly accounts.	" 19
Register of <u>mint survey</u> advances and recoveries	" 20
Recall of examination of the statement of expenditure of the Survey Department	" 21
Transit slip of vouchers in support of debits and credits to be passed on through exchange accounts.	" 22
Register of suspense account	" 23
Breaksheet of suspense account	" 24
Monthly statement of cash balance of treasuries and of net transactions under Imperial Bank deposits	" 25
Remarks or explanation of difference between the figures in the Account Office and the Departmental returns.	" 27

TREASURY & HIGHER AUDIT—contd.

	No.
Slip requesting Treasury Officers to <u>increase</u> <u>decrease</u> balances of local funds, etc.	S. Y. 28
Authority slip for payment of grants	" 29
Slip asking to recover and credit charges for maintenance of Indian state prisoners	" 31
Authority slip for treaty payments	" 32
Register of treaty payments	" 33
Order slip for payment at Sub-treasury or <i>Tahsil</i>	" 35
Register of treasury inspections.	" 36
Letter forwarding treasury inspection reports	" 37
Advance recovery slip	" 39
Statement showing amount of jail supplies made to Public Departments	" 39
Memo. showing adjustments made through exchange accounts	" 40
Register for watching the availability of Funds in respect of undistributed optional advances.	" 41
Half-margin memorandum for recovery of cost of medical stores supplied by the Medical Store Depot to Municipal, District Board, etc., Dispensaries.	" 42

GASSETTED AUDIT.

Card asking to quote audit numbers.	" 43
Warning letter to Treasury Officers when a Government servant is about to take leave or retire.	" 45
Leave account for High Court Judges	" 46-A
No-Demand Certificate	" 47
Letter of instructions to Government servants returning from leave out of India	" 47-A
Half-margin asking for details for history of services	" 48
Half-margin calling for statement of services, etc. of officers transferred.	" 49

CONTENTS.

List of forms not given in any prescribed code which have been authorised to be centrally printed for use by CIVIL ACCOUNTS AND AUDIT Officers.

TREASURY AND HIGHER AUDIT.		TREASURY & HIGHER AUDIT-- <i>contd.</i>	
	No.		No.
Transit book of vouchers delivered to other Departments, etc.	S. Y. 1	Slip requesting Treasury Officers to <u>increase</u> balances of local funds, etc.	S Y. 28
Call for audited vouchers	" 2	Authority slip for payment of grants	" 29
Review register of the accounts of the Treasury.	" 3	Slip asking to recover and credit charges for maintenance of Indian state prisoners	" 31
Register for selection of vouchers for percentage audit and review.	" 4-A	Authority slip for treaty payments	" 32
Alphabetical index to the names of Government servants to whom House-building advances have been granted.	" 7	Register of treaty payments	" 33
Check register of excise opium for the District for the year	" 10	Order slip for payment at Sub-treasury or <i>Tahsil</i>	" 35
Slip forwarding schedules of receipts and issues of stamps	" 12	Register of treasury inspections.	" 36
Letter asking to recover and credit amounts into treasuries	" 13	Letter forwarding treasury inspection reports	" 37
Objection statement disposal register.	" 15	Advance recovery slip	" 39
Further remarks on replies to objection statements	" 16	Statement showing amount of jail supplies made to Public Departments	" 39
Register of Disalcations	" 17	Memo. showing adjustments made through exchange accounts	" 40
Letter intimating availability of funds for house building, etc.	" 17-A	Register for watching the availability of funds in respect of undistributed optional advances.	" 41
Letter intimating to Treasury Office regarding write-off of irrecoverable balance of an advance	" 18	Half-margin memorandum for recovery of cost of medical stores supplied by the Medical Store Depot to Municipal, District Board, etc., Dispensaries.	" 42
Half-margin calling for wanting documents in support of monthly accounts.	" 19		
Register of <u>mint</u> <u>survey</u> advances and recoveries	" 20	GAZETTED AUDIT.	
Result of examination of the statement of expenditure of the Survey Department	" 21	Card asking to quote audit numbers.	" 43
Transit slip of vouchers in support of debits and credits to be passed on through exchange accounts	" 22	Warning letter to Treasury Officers when a Government servant is about to take leave or retire.	" 45
Register of suspense account	" 23	Leave account for High Court Judges	" 47-A
Abstract of suspense account	" 24	No-Demand Certificate	" 47
Monthly statement of cash balance of treasuries and of net transactions under Imperial Bank deposits	" 25	Letter of instructions to Government servants returning from leave out of India	" 47-A
Remarks or explanation of difference between the figures in the Account office and the Departmental returns.	" 27	Half-margin notice for details for history of services	" 48
		Half-margin calling for statement of services, etc. of officers transferred	" 49

GAZETTED AUDIT—contd.

	No.
Report on application for leave of absence	S. Y. 52
Half-margin requiring certain information for leave calculation of Military officers on civil duty	" 53
Amended leave salary certificate	" 54
Half-margin calling for certain information and last pay certificate on return from leave.	" 55
Statement showing certain information regarding Military officers on civil employ <u>proceeding on</u> leave.	" 56
Average pay calculation memo.	" 57
Letter intimating monthly rate of exchange for contribution to the Indian Civil Service and Indian Military Service Family Pension Funds, etc.	" 58
Certificate of service and active service of the Covenantant Civil Servants	" 61
Register of alterations and additions to permanent establishment in Central Departments	" 62
Slip intimating joining time admissible	" 63
Register for watching disposal of leave applications and issue of leave salary certificates	" 64
Letter calling for information and documents from officers proceeding on leave in India	" 65
Intimation slip to Divisional Officers <u>due from</u> an <u>amount</u> <u>refundable to</u> an <u>officer</u> <u>having been noted for recovery</u> <u>was recovered</u> <u>was refunded</u>	" 66
Slip asking the Divisional Officer to intimate amounts to be <u>recovered</u> <u>refunded</u> <u>from</u> an officer on account of <u>arrears</u> <u>from</u> recovery of house rent	" 67
Authority slip to draw house rent <u>amount recovered</u>	" 68
PRE-AUDIT.	
Transit register of bills sent to section for pre-audit	" 70
Memo. of sums included in cheques	" 80
Daily cash balance of the pre-audit department	" 82

PRE-AUDIT—contd.

	No.
Memo. of undelivered pre-audit cheques	S.Y. 83
Letter forwarding cheque on Imperial Bank in payment of bill	" 85
Intimation of use of a new cheque book	" 86
Half-margin objection memo. re- turning pre-audit bills	" 87
ACCOUNT CURRENT.	
Statement of charges recoverable from Foreign States	" 88
Monthly list of Schedules of receipts on account of <u>Barakora Salt</u> <u>Northern India Salt Revenue</u> ,	" 89
Forms used in Civil Account Offices for furnishing the details of the monthly expenditure on buildings belonging to Posts and Telegraphs Department	" 89-A
Letter intimating proposed debits and credits in March Final and Supplementary	" 90
Exchange Account between Civil and Civil	" 91
Extract voucher form	" 92
Letter furnishing list of outstanding <u>debts</u> <u>credits</u> and asking for information regarding corresponding <u>credits</u> <u>debts</u>	" 93
Express letter regarding settlement of outstanding in the Progress Register of Exchange Accounts	" 93-A
Memorandum enquiring the Exchange Account in which debits/credits have been or will be raised/afforded to	" 93-B
Detailed statement showing <u>plus</u> and <u>minus</u> entries of transfer adjustments in Progress Register	" 94
Transit book of vouchers made over for audit by Account Current section to other sections	" 95
Objection book of exchange accounts	" 96
Objection statement of exchange accounts	" 97
Extract from objection statement of exchange accounts	" 98
Statement of contribution towards pension and leave allowances on account of officers lent to Pro- tectionaries	" 99

ACCOUNT CURRENT—*contd.*

No.

Memo. for certificate of sending all schedules and vouchers of Military Department to Account Current section . . .	S.Y. 100
Exchange account between Civil and Railways . . .	" 101
Schedule of London account . .	" 102
Extract of India Office Invoices .	" 104
Register of India Office Invoices .	" 105
Statement of debits and credits in Exchange account under "Deposits and Advances" . .	" 106
Register of Bills drawn by the Emigration Agent for the on the London . .	" 107
Extract from objection statement on outward exchange account .	" 118

DEPOSITS.

Agreement Sheet of Foreign Supply Bills . . .	" 108-A
H. T. Receipts.	
Broad Sheet of Foreign Supply Bills . . .	" 108-B
H. T. Receipts	

BOOK AND BUDGET.

Register of cheques outstanding .	" 109
Statement of Post Office Receipts and Payments . . .	" 110
Letter forwarding to the Director General, India Store Department, London, duplicate packing account of stores . . .	" 110-A
Slip asking for acknowledgment of closing balances of local funds . . .	" 111
Annual account of Government Loan . . .	" 112
Subsidiary Loan Register (Form A) . . .	" 113
Broadsheet of loans granted and repayments made . . .	" 114
	Parts I & II.
Monthly compilation of Treasury receipts and payments for report to the Controller of the Currency . . .	" 115
Preliminary statement of receipts and disbursements at Treasuries (Post copy of the telegram to the Controller of the Currency) .	" 116

BOOK AND BUDGET—*contd.*

No.

Slip calling for payment of instalment towards repayment of loan . . .	S.Y. 120
Compilation of receipt and expenditure of Survey and Settlement operation . . .	" 123
Lost of War Bonds discharged at Treasuries . . .	" 124
Statement of receipts and charges under the head "Central Trust Interest Fund" in the books of the during the month of . . .	" 128
Explanatory statement of balances on the 31st March . . .	" 127
Estimate of Debts, Deposits, etc. .	" 128
Statement showing pay, etc., drawn by gazetted officers . .	" 128-C
Forwarding letter for checking Budget estimates . . .	" 128-D
Register of expenditure against lamp provisions under certain heads . . .	" 129

APPROPRIATION.

Appropriation Accounts . . .	" 120-A
Statement of progressive expenditure of the Central Government . . .	" 120-B

PENSION.

Register of computed value of pensions payable by . . .	" 130
Fly leaf of do. do. . .	" 131
Rough verification memo. of service of an applicant for pension .	" 132
Register of applications for verification of services . . .	" 133
Register of applications for pension and gratuity . . .	" 134
Letter informing issue of pension payment order and requesting to enter the computed value of pension as debit against Government . . .	" 135
Slip asking for descriptive roll for pensioners . . .	" 136
Letter authorising payment of pension on receipt of last pay certificate . . .	" 137
Letter of authority and bill for payment of gratuity . . .	" 138
Half-margin memo. for report of cause of non-appearance of gratuitants . . .	" 139

DEPOSIT

	No.
Half-margin objection memo. on refund of lapsed deposits . . .	S Y. 183
Broad-sheet of Personal Deposits . . .	" 184
Memo. enquiring of another Accountant General about the particular Issue List in which certain R. T. Rs. paid have been included . . .	" 185
Half-margin objection on Deposit Receipt . . .	" 186
Half-margin objection on Repayments . . .	" 187
Half-margin objection memo. on R. T. Rs. and Supply Bills . . .	" 188
List of Award Statements relating to lands acquired for Public Bories or individuals . . .	" 188-A

FUND.

Slip asking to adjust fund subscriptions $\frac{\text{less}}{\text{cross}} \text{ paid}$. . .	" 189
Certified list of subscriptions to Uncovenanted Service Family Pension Fund . . .	" 190
Certified list of <u>General P. P. Fund</u> <u>Bengal Christian Fund</u> . . .	" 191
Monthly certified list of subscriptions to the Hindu Family Annuity Fund . . .	" 192
General certified list of subscriptions to service funds . . .	" 193
Statement showing particulars of leave taken by subscribers to the <u>I. M. S. F. P. Fund</u> and the <u>I. M. W. & O. Fund</u> and the amounts of subscriptions recovered from them . . .	" 193-A
Statement showing names of officers returning from leave out of India and the amounts of subscriptions to the <u>I. M. S. F. P. Fund</u> and the <u>I. M. W. & O. Fund</u> recovered from them since returning to duty . . .	" 193-B
Contributory Provident Fund Ledger . . .	" 193-F

WORKS AUDIT.

Register of vouchers selected for arithmetical check. . .	" 194
List of works on which no expenditure has been recorded continuously for six months . . .	" 194-A

WORKS AUDIT—contd.

	No.
Intimation of adjustment to be carried out in the Divisional accounts . . .	S Y. 195
Register showing progress of disposal of Completion Reports. . .	" 197
Check sheet for Public Works Divisional transfers for the month . . .	" 197-A
Register of Receipts (Military Engineer Services) . . .	" 198
Register of charges (do.) . . .	" 199
Register of expenditure against " Military Engineer Services " budget grant. . .	" 200
Account current of the Sub-Audit Officer, Military Engineer Services . . .	" 201
Objection Book of P. W. Divisions <u>Audit</u> <u>Test-Audit</u> notes on Monthly Divisional accounts . . .	" 202
	(outer and inner).
Sectional Progress register of receipts and disposal of the accounts of P. W. Division for the month (Monthly Accounts) . . .	" 204
Sectional Progress Register of receipt and disposal of the accounts of P. W. Division (Monthly Accounts, Audit notes and objection statement) . . .	" 205
Divisional Progress Register of receipts and disposal of the accounts of P. W. Division (Monthly Accounts, Audit notes and objection statement) . . .	" 207
Broad-sheet of amounts placed under objection and cleared during the year in the P. W. Department . . .	" 208
Documents to be supplied to the Inspecting Officers of P. W. Division from the Accountant General's Office . . .	" 209
Confidential Reports on Divisional Accountants by Inspecting Officers . . .	" 210
Report on Inspection of P. W. Officers and its disposal (Endorsement sheet) . . .	" 211
Do. do. (Tabular Form) . . .	" 212
Monthly statement of receipts and charges for Archaeological Works . . .	" 213
Forwarding memo. for counter signature of Railway Warrant . . .	" 213-A

WORKS AUDIT—*contd.*FOREST—*contd.*

	No.		No.
Letter calling for date of taking of possession of land, acquired under the Land Acquisition Act S.Y.	214	Half-margin enquiry of Treasury Officer about credits and debits corresponding to items in Forest accounts	S.Y. 227
Report on contribution works	215	Details of outstanding of Forest Revenue Remittance to Treasuries	228
Half-margin asking for special measures to ensure adjustment of old outstandings in contractors' ledgers	216	Register of Inter-Divisional Transfer of Forest Accounts	229
Half-margin objection regarding want of estimates and appropriations	217	Details of outstandings of Inter-Divisional transfers (Forest)	230
Report to the Local Government or Superintending Engineer of cases in which Executive Engineer has incurred expenditure on works without sanctioned estimate or appropriation or in excess of estimate or appropriation and has failed to send to the Audit Officer advance intimation of liability as required by para. P. W D Code	217-A	Half-margin for adjustment of Forest items under Inter-Divisional Transfers	231
Superintending Engineer Report to Local Government of cases in which Executive Engineer is incurring liabilities without estimate or in excess of estimate or appropriation	217-B	Return of objection statements to the Divisional Accounts (Forest)	232
Further report in continuation of report on S. Y.-217-A.	217-C	Statement of ^{credits} _{debits} under Forest remittances in the bank — during the month of —	233
Statement of payments made in England on account of Stores and Freight	219	Outstandings and liabilities on account of contractors and disbursers (Forest)	234
Letter asking for completion reports	219	HOUSING RECORD.	
Abstract of monthly ^{debits} _{credits} and acknowledgments	220	Stock book of receipts and issues of H. T. Re. Supply Bills, cheques etc.	235
Endorsement communicating remarks on the return of sanctioned estimates	221	Register of delivery of books, manuals, codes, correction slips, etc.	236
Letter regarding settlement of differences between Divisional and Treasury Accounts	222	General diary of Returns	237
Register of incidents for Stores from England	223	Slip a visiting despatch of blank H. T. Re. Supply Bill and cheque forms	239
		Stock and distribution register of Printed forms	240
		Slip for circulation of disk	241
		Card intimation of forwarding a letter for disposal	242
		Circulation slip	243
		Transit register of miscellaneous unclassified documents	244
		Index to Bundle Registers	245
		Reminder for record supplied, but not returned on due date	246
		Register of returnable papers	247
		Register of contents of Bundles	249
		Register of Valuables	250
		Holiday Memorandum	250
		Daily report of work done in the Record Department	251
		Transit Register of inward Returns	252
			(over and inner)

FOREST.

Details of outstandings of Forest Cheques paid at Treasuries	224
Half-margin enquiry of Divisional Forest Officer about ^{debits} _{credits} corresponding to Treasury items	225
Abstract of Forest Remittance Accounts	226

ROUTINE RECORD—*contd.*

No.

Transit book of half-margins	S.Y. 253
Despatch Register of books, manuals, codes, correction slips, etc.	" 254
Case Register	" 255
Dictionary of References	" 256
Register showing particulars of old records relating to weeded out for destruction in the year.	" 256-A
Index of Records	" 257

ROUTINE ESTABLISHMENT.

Forwarding memo. of correction slips to codes, manuals, etc.	" 257-A
Register of Casual leave	" 257-B
Statistical statement in respect of the non-gazetted permanent establishment	" 260-A
Slip asking for medical examination of persons intending to join the Postal Life Insurance Fund	" 261
Register of progress of training of apprentices and probationers	" 263

GENERAL.

Calendar of Returns	" 264
Register of amounts under objection waived or written off	" 265
Intimation slip of likely excess expenditure over appropriation.	" 265
Intimation slip of excess expenditure incurred and asking for additional appropriation	" 267
Register of alterations in appropriations from one primary unit to another for the year	" 268
Progress report of disposal of annual establishment returns	" 269
Letter forwarding forms for annual establishment returns	" 270
Half-margin objection memo. on annual establishment returns	" 271
Form of the Audit Register of contract contingent charges	" 272-A
Slip calling for detailed countersigned bills	" 273
Retrenchment memo.	" 274
Intimation (with acknowledgment) of bills passed	" 275
Card intimation of bills passed	" 276
Acknowledgment of receipt in payment of bill	" 277
Bank credit slip	" 278

GENERAL—*contd.*

No.

Annual Report of excess contingent expenditure over appropriation	S.Y. 280
General half-margin objection memo.	" 281
Withdrawal of retrenchment slip	" 282
Revised retrenchment slip	" 283
Less-drawn intimation slip	" 284
Register showing the quarterly balances outstanding under objection book ^{advances} _{suspense}	" 285
Register of expenditure involving breach of the canons of financial propriety. List of outstanding objections more than six months old	" 286
Register of items of expenditure and other items of financial irregularities for inclusion in the Appropriation Accounts of Government	" 286-A
Half-margin for old outstanding objections	" 287
Slip for purchase of ^{R. T. R.} _{Bill of Exchange}	" 288
Letter forwarding ^{R. T. R.} _{Bill of Exchange}	" 289
Transfer entry number book	" 290
Slip for acceptance of outstandings on 31st March on account of advances to cultivators, etc.	" 291
Slip for acceptance of balances of advances on account of house Building, etc.	" 292
Authority slip for payment of advances	" 293
Authority slip for payment of bills after pre-audit	" 294
Slip calling for acknowledgment of permanent advance	" 295
Half-margin memo. for adjustment of supplies	" 295
Register of increments	" 299
Requisition for records	" 301
Attendance Roll	" 302
Card intimation of return of bills submitted for pre-audit	" 303
Register of bills returned unaudited	" 304
Sectional stationery requisition	" 305

WORKS AUDIT—*contd.*

	No.
Letter calling for date of taking of possession of land acquired under the Land Acquisition Act S.Y. 214	214
Report on contribution works . . .	215
Half-margin asking for special measures to ensure adjustment of old outstandings in contractors' ledgers . . .	216
Half-margin objection regarding want of estimates and appropriations . . .	217
Report to the Local Government or Superintending Engineer of cases in which Executive Engineer has incurred expenditure on works without sanctioned estimate or appropriation or in excess of estimate or appropriation and has failed to send to the Audit Officer advance intimation of liability as required by para. . . P. W. D Code . .	217-A
Report to Local Government of cases in which Executive Engineer is incurring liabilities without <u>estimates</u> or in excess of <u>estimates</u> appropriation . . .	217-B
Further report in continuation of report on S. Y. 217-A. . .	217-C
Statement of payments made in England on account of Stores and Freight . . .	218
Letter asking for completion reports . . .	219
Abstract of monthly <u>debts</u> and <u>credits</u> acknowledgments . . .	220
Endorsement communicating remarks on the return of sanctioned estimates . . .	221
Letter regarding settlement of differences between Divisional and Treasury Accounts . . .	222
Register of indents for Stores from England . . .	223
FOREST.	
Details of outstandings of Forest Cheques paid at treasuries . .	224
Half-margin enquiry of Divisional Forest Officer about <u>debts</u> corresponding to Treasury Items . .	225
Abstract of Forest Remittance Accounts . . .	226

FOREST—*contd.*

	No.
Half-margin enquiry of Treasury Officer about credits and debits corresponding to items in Forest accounts . . .	S.Y. 227
Details of outstandings of Forest Revenue Remittance to Treasuries . .	228
Register of Inter-Divisional Transfers of Forest Accounts . . .	229
Details of outstandings of Inter-Divisional transfers (Forest) . .	230
Half-margin for adjustment of Forest items under Inter-Divisional Transfers . . .	231
Return of objection statements to the Divisional Accounts (Forest) . .	232
Statement of <u>credits</u> under Forest <u>debts</u> remittances in the book — during the month of — . .	233
Outstandings and liabilities on account of contractors and distributors (Forest) . . .	234
HOWITZ RECORD.	
Stock book of receipts and issues of R. T. Re. Supply Bills, cheques etc . . .	235
Register of delivery of books, manuals, codes, correction slips, etc. . .	236
General diary of Returns . . .	237
Slip advising despatch of blank R. T. Re. Supply Bill and cheque forms . . .	239
Stock and distribution register of Printed forms . . .	240
Slip for circulation of ditto . . .	241
Card intimation of forwarding a letter for disposal . . .	242
Circulation slip . . .	243
Transit register of miscellaneous undated documents . . .	244
Index to Bundle Registers . . .	245
Reminder for record supplied, but not returned on due date . .	246
Register of returnable papers . .	247
Register of contents of Bundles . .	248
Register of Valuables . . .	249
Holiday Memorandum . . .	250
Daily report of work done in the Record Department . . .	251
Transit Register of inward Returns . . .	252
	(outer and inner)

ROUTINE RECORD—*contd.*

No.

Transit book of half-margins	S.Y. 253
Despatch Register of books, manuals, codes, correction slips, etc.	254
Case Register	255
Dictionary of References	256
Register showing particulars of old records relating to weeded out for destruction in the year.	256-A
Index of Records	257

ROUTINE ESTABLISHMENT.

Forwarding memo. of correction slips to codes, manuals, etc.	257-A
Register of Casual leave	257-B
Statistical statement in respect of the non-gazetted permanent establishment	260-A
Slip asking for medical examination of persons intending to join the Postal Life Insurance Fund	261
Register of progress of training of apprentices and probationers	263

GENERAL.

Calendar of Returns	264
Register of amounts under objection waived or written off	265
Intimation slip of likely excess expenditure over appropriation	266
Intimation slip of excess expenditure incurred and asking for additional appropriation	267
Register of alterations in appropriations from one primary unit to another for the year	268
Progress report of disposal of annual establishment returns	269
Letter forwarding forms for annual establishment returns	270
Half-margin objection memo. on annual establishment returns	271
Form of the Audit Register of contract contingent charges	272-A
Slip calling for detailed recounter-signed bills	273
Retrenchment memo.	274
Intimation (with acknowledgment) of bills passed	275
Card intimation of bills passed	276
Acknowledgment of receipt in payment of bill	277
Bank credit slip	278

GENERAL—*contd.*

No.

Annual Report of excess contingent expenditure over appropriation	S.Y. 280
General half-margin objection memo.	281
Withdrawal of retrenchment slip	282
Revised retrenchment slip	283
Less-drawn intimation slip	284
Register showing the quarterly balances outstanding under objection book <u>advances</u> <u>suspense</u>	285
Register of expenditure involving breach of the canons of financial propriety. List of outstanding objections more than six months old	286
Register of items of expenditure and other items of financial irregularities for inclusion in the Appropriation Accounts of Government	286-A
Half-margin for old outstanding objections	287
Slip for purchase of <u>R. T. R.</u> <u>Bill of Exchange</u>	288
Letter forwarding <u>R. T. R.</u> <u>Bill of Exchange</u>	289
Transfer entry number book	290
Slip for acceptance of outstandings on 31st March on account of advances to cultivators, etc.	291
Slip for acceptance of balances of advances on account of houses Building, etc.	292
Authority slip for payment of advances	293
Authority slip for payment of bills after pre-audit	294
Slip calling for acknowledgment of permanent advance	295
Half-margin memo. for adjustment of supplies	296
Register of increments	299
Requisition for records	301
Attendance Roll	302
Card intimation of return of bills submitted for pre-audit	303
Register of bills returned transmitted	304
Sectional stationery requisition	305

GENERAL—*concl'd*LOCAL AUDIT—*concl'd*

	No.		No.
Sectional pay sheet	S. Y. 306	Register of T. A. bills drawn by local auditors	S. Y. 329
Transit Register of records made over to record room	" 307	Letter intimating the date of commencement of local audit	" 330
Register of half-margins	" 308	Check register of disposal of replies by local bodies to Audit Reports	" 331
Card reminder for returns not received on due date	" 309	Annual tour programme of auditors	" 332
Letter reminder for returns not received on due date	" 310	Statement showing the irregularities in payment and adjustment vouchers to be disposed of finally before the next audit	" 334
Monthly statement to the High Commissioner of payments for passengers at tariff rates to the P. & O. Company	" 312	Statement showing irregularities and omissions in accounts and registers with instructions and suggestions for future guidance	" 335
Register for obtaining sanction to local purchase, repairs, etc.	" 313	Progress Register of audit of local accounts	" 336
Transit register of papers and documents from one section to another	" 314	Reminder for reply on Audit and Inspection Notes	" 337
Register of charges under debt heads on account of the Province of—during the year—	" 315	Register of demands and recoveries of Audit Fees from Ward's Estates	" 338
Memo of inspection of the—register of the—Division for the year—	" 316	Demand Note for Fees recoverable from Ward's Estates	" 339
Attachment slip	" 317	Letter requesting accommodation in circuit houses	" 340
Diary of official and unofficial issues	" 318	Letter to District officer for appointment on any matter requiring attention	" 341
Diary or Register of official and un-official receipts	" 318-A	Local Auditor's report to District Officer on arrival and departures	" 342
Register of <u>grants and Reserves at the Appropriations disposal of—</u>	" 320	Letter to District Officer requesting him to furnish Local Auditors with statement showing amount of Municipal fines, etc.	" 343
Register for watching the working of efficiency bars on time scale rates of pay	" 321	OUTSIDE AUDIT.	
Letter asking to pay amount into treasury and intimate payment	" 322	Statement of uninvested credit balances of general accounts of Estates or Trusts	" 344
Half-margin calling for information, etc. (full sheet and half sheet).	" 312-A	Statement of Government securities and Joint Stock Company's shares belonging to various Estates or Trusts	" 315
Index slip of records made over to the old Record Branch	" 312-C	List of advances made to lawyers, etc., up to 19 and remaining unadjusted	" 346
LOCAL AUDIT.		Statement of Rent bills outstanding in the Rent Register	" 347
Card reminder to local auditor for audit report	" 323	List of unsettled objections	" 348
Local auditor's weekly diary	" 324	VERIFICATION.	
Check register of weekly diaries of local auditors	" 325	Half-margin memo of objection verification of cancelled Currency notes	" 350
Extract from establishment bill of the Local Audit Department	" 326		
Local Audit objection statement	" 327		
Progress register of Local Audit Reports	" 328		

VERIFICATION—*contd.*

	No.
Register of forgeries and other defects noticed in the verification of cancelled Currency notes	S. Y. 351
Packets of cancelled Currency notes received for verification, distribution, etc	" 352
Verification Register of cancelled Currency notes	" 353

TREASURY AUDIT

Establishment Audit Register, Time-Scale District Cadre	" 354
(outer and inner)	
Establishment Audit Register, Time-Scale, Provincial Or amalgamated Cadre	" 355
(outer and inner)	
Establishment Audit Register, Non-time-scale (Annual fixed establishments)	" 358
(outer and inner)	
Establishment Audit Register, Non-time-scale (Monthly fixed establishment)	" 359
(outer and inner)	

FUND.

General index register of subscribers to the General Provident Fund	G.P.F. 1
Card index of subscribers to the General Provident Fund	" 2
Application for admission to the General Provident Fund	" 3
General Provident Fund ledger	" 4
Stock register of Insurance Policies assigned to the Secretary in State	" 6
Register of temporary withdrawals and their recoveries	" 7
General Provident Fund schedule	" 8
Form of Nomination (to be used when a subscriber has a family)	" 9

FUND—*contd.*

	No.
Form of Nomination (to be used when a subscriber has no family)	G.P.F.9-A
Half-margin for enquiry before closing General Provident Fund account	" 10
Authority for final withdrawal from the General Provident Fund	" 11
Form of authority for final payment of General Provident Fund money of non-Gazetted Government servants	" 11-A
Explanation sheet of differences in the General Provident Fund broadsheet	" 12
Abstract of differences in the General Provident Fund broadsheet	" 13
Letter forwarding form of application for admission to the General Provident Fund	" 16
Memo. forwarding the General Provident Fund account	" 17
Advice of transfer of General Provident Fund account	" 18
Half-margin objection memo. on General Provident Fund Nominations (old serial No. S. Y. 511)	" 21
Half-margin objection memo. on General Provident Fund schedules and vouchers (old serial No. S. Y. 512)	" 22

FUND MACHINE METHOD.

Ledger Card	" 23
Master Card	" 24
Register of quarterly verification of balances	" 25
Proof sheet	" 26
Balance compilation	" 27
Annual Deposit Account	" 28
Annual Deposit Accounts of Gazetted officers	" 28-A
Register for watching recoveries of temporary withdrawals from G. P. Fund	" 29
Register of closed accounts	" 30

S. V. I.

(See Article 201, Audit Code.)

(To be printed on op n foolscap)

TRANSIT BOOK OF VOUCHERS DELIVERED TO OTHER DEPARTMENTS AND AUDITORS BY THE AUDITOR OF THE DISTRICT FOR AUDIT.

1st Schedules

2nd Schedules

Due date of return to T. A. D.

1st Schedules

2nd

Due date of issue from T. A. D.

CLASS OF VOUCHERS.	MONTH OF ACCOUNT		MONTH OF ACCOUNT		MONTH OF ACCOUNT	
	1st SCHEDULE	2nd SCHEDULE	1st SCHEDULE	2nd SCHEDULE	1st SCHEDULE	2nd SCHEDULE
To whom delivered.	No. of Vouchers.	No. of Voucher.	No. of Vouchers.	No. of Voucher.	No. of Vouchers.	No. of Vouchers.
	Date of issue from T. A. D.	Date of issue from T. A. D.	Date of issue from T. A. D.	Date of issue from T. A. D.	Date of issue from T. A. D.	Date of issue from T. A. D.
	Initials with date of receiving department or Auditor.	Initials with date of receiving Department or Auditor.	Initials with date of receiving Department or Auditor.	Initials with date of receiving Department or Auditor.	Initials with date of receiving Department or Auditor.	Initials with date of receiving Department or Auditor.
	Date of receipt in T. A. D. after audit.	Date of receipt in T. A. D. after audit.	Date of receipt in T. A. D. after audit.	Date of receipt in T. A. D. after audit.	Date of receipt in T. A. D. after audit.	Date of receipt in T. A. D. after audit.
	Initials of receiving Auditor in T. A. D.	Initials of receiving Auditor in T. A. D.	Initials of receiving Auditor in T. A. D.	Initials of receiving Auditor in T. A. D.	Initials of receiving Auditor in T. A. D.	Initials of receiving Auditor in T. A. D.

S. Y. 2,

(See Art. 204, Audit Code.)

(To be printed on half foolscap quarto.)

Call for Audited Vouchers

The undersigned bills of _____ Schedules of payments
of _____ district for the month of _____
due back on _____ have not yet been received.
Kindly expedite audit and return.

S. Y. 4-A.

REGISTER FOR SELECTION OF VOUCHERS FOR PERCENTAGE
AUDIT AND REVIEW.

MAJOR HEADS OF ACCOUNTS.

Month of Audit.

1st Schedules	Total No of vouchers received.	Total No. of vouchers.		Nos. of the vouchers to be audited and reviewed (Bills reviewed by Snprdt. should be marked "R" in all cases where this is necessary.)
		To be audited by auditor.	To be reviewed by superin- tendent	
1. Establishment bills (a) Establishment bills with abstracts, statements and increment certificates. (i) Rs. 500 and above. (ii) below Rs. 500. (b) Other bills (i) Rs. 50 and above. (ii) below Rs. 500.				
2. Travelling allowance bills (a) 1st and 2nd class officers. (b) 3rd and 4th class officers.				
3. Abstract and contingent bills. (a) above Rs. 500. (b) Rs. 500 and below.				
4. Detailed contingent bills. (in support of abstract bills). (a) above Rs. 500. (b) Rs. 500 and below.				
5. Contingent bills not requiring counter-signature. (a) above Rs. 500. (b) Rs. 500 and below.				
6. Contingent bills requiring counter- signature. (a) above Rs. 500. (b) Rs. 500 and below.				
7. Scholarships and grants-in-aid bills.				
8. Miscellaneous.				
9. Arithmetic check.				

Certificate by Auditor.

Certified that all the bills entered in column 3 have been audited.

*Auditor.*Certified that the bills marked "R" in column 4 have been reviewed
by me*Superintendent*

4

(See Art. 415, Audit Code.)

(To be printed on foolscap folio.)

ALPHABETICAL INDEX TO THE NAMES OF GOVERNMENT
SERVANTS TO WHOM HOUSE BUILDING ADVANCES
HAVE BEEN GRANTED.

[illegible]

open foolscap.)

RECEIVED AND ISSUED IN.....(PROVINCE)

.....19

* J.—Deduction on account of dryage. K.—Deduction on account of weight of wrappers. L.—Sale of Confiscated Opium. M.—Remittance of confiscated opium to Liberator. N.—Written by under proper orders.

S. Y. 12.

(See Article 425, Rule 1, Audit Code)

(To be printed on foolscap quarto)

(Obverse.)

Dated _____ the _____ 19

No. _____

FROM _____

THE _____

TO _____

THE _____

SIR, I have the honour to forward _____ Schedules showing respect-
ively the receipts of stamps from, and the issues of stamps to, the
Treasuries in your province, during the month of _____ 19
I shall be obliged by your certifying, after necessary examination, the
the accounts have been respectively written up and brought upon it,
plus and minus memoranda of the officers concerned.

The _____ holds himself ready to produce vouchers
support of any entries that may be called in question.
Total Receipts by the _____ of Stamps Rs. _____
Total Issues by the _____ of Stamps Rs. _____

I have the honour to be,
SIR,
Your most obedient Servant,
(Signature)
(Designation)

No. _____

FROM _____

THE _____

TO _____

THE _____

SIR, I have the honour to acknowledge receipt of the Schedules of stamps for
the month of _____ 19, and to certify that the receipts and issues of
stamps as detailed below have been duly written off and brought upon the
plus and minus memoranda of the officers concerned.

Total Issues to the _____ of Stamps Rs. _____

Total Receipts from _____ of Stamps Rs. _____

I have the honour to be,
SIR,
Your most obedient Servant,
(Signature)
(Designation)

TOTAL

S. Y. 13.

(See Article 434, Audit Code.)

(To be printed on foolscap quarto.)

Office of the

No.

FROM

THE

To

THE

Dated _____ the _____ 19 .

SIR,

I have the honour to observe that the recovery of Rs ——— on account of _____ during _____ has not been effected and to request that the amount may be recovered and credited into the Treasury without further delay.

The fact that this has been done and the month in which the amount is credited into the Treasury may be intimated to this office.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 16.

(See Art. 773, Audit Code.)

(To be printed on foolscap folio both sides.)

Further remarks on the replies to the Objection Statement on the Audit
of the First Schedules of payments of for 10 .
Second

Number of item in obj ction statement.	Voucher number.	Amount objected to	Further objection.	Reply.
		Rs. A. P.		

No. _____ Dated _____ the 19 ____ . No. _____ Dated _____ the 19 ____ .

Forwarded to the Treasury Officer _____

Returned to the _____.

(Signature) _____

(Designation) _____

Treasury Officer.

S. Y. 17-A.

(To be printed on F'cap folio)

No.

Office of

, the

193 .

To

The

Subject :— Advance for

Sir,

With reference to your No , dated 193 , I have the honour to state that funds are available during the current financial year for payment of an advance of Rs. to Mr. for House Building in accordance with the conditions mentioned in the purchase of a house

2. A copy of the sanction when accorded should be forwarded to this office.

3. The particulars of the exact situation and the address of the house to be built should be intimated to this office.

4. A certificate to the effect that no advance was drawn previously for the construction of the house at for which the advance is now applied for may kindly be furnished with the sanction.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 18.

(See Arts, 151 and 152, C. A. C.)

(To be printed on Foolscap Folio.)

Office of the _____

No. _____, dated _____ the _____ 19 _____.

FROM

THE _____

TO

THE TREASURY OFFICER,

SIR,

With reference to _____ letter No. _____ dated the _____ of _____ 19 _____, sanctioning the write off of Rs. _____ as the irrecoverable balance of an advance made under the _____,

I have the honour to request that the following adjustment be made in the Treasury accounts for the current month, this letter being quoted as authority:—

Debit Rs. _____ in the body of the List of payments to _____ and credit Rs. _____ on account of principal to _____ in the schedule of "Advances Recoverable."

2. This amount should also be written off the Treasury *plus* and *minus* memorandum.

3. Please send an intimation of the fact of your having done so, at an early date.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 19. —

(See Art 287, C. A. C.)

(To be printed on Foolscap Folio.)

URGENT.

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE

REPLY.

No. _____ Dated _____, the _____ 19 _____.

No. _____ Dated _____, the _____ 19 _____.

To

To

THE

THE

MEMO

MEMO.

Has the honour to state that the documents noted below due in this office on _____

with your schedules of payments and cash account _____ ^{has} _{have} not yet been received and to request that ^{it} _{they} may now please be sent at once and this memo. returned with an entry in the right-hand column of the date of actual despatch

2.* Attention is invited to the orders of the Government of India contained in Article 287, C. A. C., Vol. II, and it is requested that the cause of delay in this instance may be explained in the right-hand column, and that it may be stated also, whether the instructions in Note 2 to Article 287, C. A. C., Vol. II, are carried out by the Treasury Officer. The delay in the despatch of the document(s) has been noted in the Register of Treasury Irregularities.

(Signature)

(Designation)

* This para. is for documents due with schedules of payments and cash account.

S. Y. 20.

(To be printed on foolscap.)

Register of Mint Advances and of Recoveries made therefor as per Mint Accounts for the year 19 - 19

Nature of Advance.	Amount of Advance.	Recoveries during the Month of												Total Recoveries during the year.	Balance on the 31st March.
		April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.		
Brought forward.															
Carried over															

S. Y. 21.

(To be printed on foolscap folio.)

[Obverse.]

Result of examination of the statement of expenditure of the Survey
Department for the month of 19 .

Items of expenditure.	Figures as per Superintendent's statement.	Figures as per this office.	Difference.	Remarks.	Explanation of difference by the Superintendent of Surveys.
1	2	3	4	5	6

[Reverse.]

Items of expenditure.	Figures as per Superintendent's statement.	Figures as per this office.	Difference.	Remarks.	Explanation of difference by the Superintendent of Surveys.
1	2	3	4	5	6

No. , dated , the 19 .

Forwarded to the Superintendent, Survey of India, for early return with
explanations of the difference.

(Signature.)

(Designation.)

No. , dated , the 19 .

Returned to the _____ with necessary explanations.

(Signature.)

(Designation)

S. Y. 23.
SUSPENSE ACCOUNT.

S. Y. 26.

(To be printed on foolscap folio both sides.)

(Obverse.)

Province _____

Statement showing the total Cash Balance of Government Treasuries on the 1st _____ 19 _____ and the net transactions under the head "Imperial Bank Deposits" in the Treasury Accounts for the month of _____ 19 _____.

Names of Treasuries	Amount of cash balance.	NET TRANSACTIONS UNDER THE HEAD "IMPERIAL BANK DEPOSITS."				Details of remittances in transit.
		Net Credit.		Net debit.		
1	2	3		4		5
Carried over						

(Reverse.)

Names of Treasuries	Amount of cash balance.	NET TRANSACTIONS UNDER THE HEAD "IMPERIAL BANK DEPOSITS"				Details of remittances in transit.
		Net credit.		Net debit.		
1	2	3		4		5
Total						
Add to Col. 2 amount in transit						
GRAND TOTAL						

No. _____

Forwarded to the _____ with reference to the circular letter No. B. & R. 48-26-20, dated the 6th January 1921, from the Controller of the Currency, Calcutta.

Office of the

Dated _____ }
The _____ 19 . }

(Signature) _____

(Designation) _____

Office of the

No. _____, dated _____, 19 ____.

To THE TREASURY OFFICER,

SIR,

I have the honour to authorize you to reduce the balance at the credit of the _____

by _____ as detailed on the reverse.

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you.

(Signature)

(Designation)

No.

Copy forwarded to the _____

for information. The certificate may please be returned to this office after necessary action has been taken.

(Signature)

(Designation)

are enter the designation of the Administrator of the Fund.)

Office of the

No. _____, dated _____, 19 ____.

To THE TREASURY OFFICER,

SIR,

I have the honour to authorize you to reduce the balance at credit of the _____

by _____

as detailed on the reverse.

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

MEMO.

No.

Necessary corrections, as required by letter from the _____, dated the _____ 19 ____.

_____ have been made.

(Signature)

(Designation)

Office of the

No. _____, dated _____, 19 ____.

To THE TREASURY OFFICER,

SIR,

I have the honour to authorize you to reduce the balance at credit of the _____

by _____

as detailed on the reverse.

2. Please return to this office duly filled in certificate in the following form as soon as necessary action has been taken by you.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded to the _____

for information. This certificate may please be returned to this office after necessary action has been taken.

(Signature)

(Designation)

MEMO. No. _____ Certified that necessary action on letter from the _____, dated the _____ 19 ____.

_____ has been taken by me.

(Signature)

(Designation)

(To be printed on Foolscap Paper.)

(Obverse.)

Office of the

No. Dated the 19 .

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in

, dated

for the grant placed in his disposal during 10 -19 .

I have, etc.,

(Signature)

(Designation)

No.

Copy forwarded to

for information.

(Signature)

(Designation)

(Obverse.)

Office of the

No. Dated the 19 .

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in

, dated

for the grant placed in his disposal during 19 -19 .

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(Obverse.)

Office of the

No. Dated the 19 .

To

THE

SIR,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in

, dated

for the grant placed in his disposal during 19 -19 .

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

No.

Copy forwarded to.

for information.

(Signature)

(Designation)

Note.—The document should be presented for payment at the Treasury with the form of bill on the reverse duly filled in and signed.

(Reverse.
Audit Register
Voucher No.
of triplicate
counterfoil.)
page.

Received the sum of (Rs.

Rupees

authorised on the reverse

(Signature)

(Designation)

Pay Rupees

District

Dated - - - 19 . } Treasury Officer.

Accountant.

For use in the Accountant
General's Office.

Admitted in full

Auditor

Superintendent.

(To be printed on fool-cap folio.)

Office of the

Office of the

No. _____, the _____ 19 ____.

No. _____, dated _____, the _____ 19 ____.

To

THE

To

THE

SIR,

SIR,

I HAVE the honour to intimate that a charge of _____
 *Received with Inspector- Ra. _____ as detailed in the
 General of Prisons' letter accompanying bill *has been in-
 No. _____, dated _____, incurred on account of the mainten-
 ance of prisoners connected with the _____
 State during the year ended _____ 19 ____, and to
 request that you will be so good as to recover that amount
 and pay it into the nearest Government Treasury to the
 credit of the Government of _____, and advise this
 office of your having done so, giving the date on which, and
 the name of the Treasury into which, the amount was paid.

I HAVE the honour to intimate that a charge of _____
 *Received with Inspector- Ra. _____ as detailed in the
 General of Prisons' letter accompanying bill *has been in-
 No. _____, dated _____, incurred on account of the mainten-
 ance of prisoners connected with the _____
 State during the year ended _____ 19 ____, and to
 request that you will be so good as to recover that amount
 and pay it into the nearest Government Treasury to the
 credit of the Government of _____, and advise this
 office of your having done so, giving the date on which, and
 the name of the Treasury into which, the amount was paid.

Enclosures

I have the honour to be,

I have the honour to be,

Bill No. _____

for Ra. _____

Bill No. _____ for Ra. _____

Enclosures

SIR,

Your most obedient servant,

Your most obedient servant,

(Signature)

(Signature)

(Designation)

(Designation)

(To be printed on Foolscap Folio)

(Obverse.)

Office of the

No. Dated, the 19.

To

The

Sir,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.)

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in letter , dated , out of the grant placed in his disposal during 19 -19 .

I have, etc,

(Signature)

(Designation)

No.

Copy forwarded to

for information.

(Signature)

(Designation)

(Obverse.)

Office of the

No. Dated, the 19.

To

The

Sir,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.)

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in letter , dated , out of the grant placed in his disposal during 19 -19 .

I have the honour to be,

Your most obedient servant,

Sir,

Your most obedient servant,

(Signature)

(Designation)

(Obverse.)

Office of the

No. Dated, the 19.

To

The

Sir,

I HAVE the honour to request that, on receipt of this letter, you will place to the credit of

the sum of (Rs.)

Rupees

received bill countersigned by the . The amount represents the grant sanctioned by the

No. in letter , dated , out of the grant placed in his disposal during 19 -19 .

I have the honour to be,

Your most obedient servant,

Sir,

Your most obedient servant,

(Signature)

(Designation)

Note.—The document should be presented for payment at the Treasury with the form of bill on the reverse duly filled in and signed.

Andlit Register Voucher No. (Reverse.)
page. of triplicate counterfoil.)

Received the sum of (Rs.)

Rupees

authorised on the reverse.

(Signature)

(Designation)

Pay Rupees

District

Dated - - - 19 } Treasury Officer.

Accountant.

For use in the Accountant General's Office.

Admitted in full

Auditor

Superintendent.

(To be printed on foolscap folio.)

Office of the

No. _____, the _____ 19

To

THU

SIR,

I HAVE the honour to intimate that a charge of
 *Received with Inspector- Rs _____ as detailed in the
 General of Prisons' letter accompanying bill *has been in-
 No. _____, dated _____, incurred on account of the main-
 tenance of prisoners connected with the _____
 belonging to _____
 State during the year ended _____ 19, and to
 request that you will be so good as to recover that amount
 and pay it into the nearest Government Treasury to the
 credit of the Government of _____, and advise this
 office of your having done so, giving the date on which, and
 the name of the Treasury into which, the amount was paid.

Enclosures

Bill No. _____ for Rs. _____

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Office of the

No. _____, the _____ 19

To

THE

SIR,

I HAVE the honour to intimate that a charge of
 *Received with Inspector- Rs _____ as detailed in the
 General of Prisons' letter accompanying bill *has been in-
 No. _____, dated _____, incurred on account of the main-
 tenance of prisoners connected with the _____
 belonging to _____
 State during the year ended _____ 19, and to
 request that you will be so good as to recover that amount
 and pay it into the nearest Government Treasury to the
 credit of the Government of _____, and advise this
 office of your having done so, giving the date on which, and
 the name of the Treasury into which, the amount was paid.

Enclosures

Bill No. _____ for Rs. _____

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(To be printed on Foolscap.)

Office Counterfoil.

Order for Treaty Payment.

Reference Dy. No. _____ Date _____

Official No. of Payment _____

Amount due to _____

Due date _____

Amount due Rs. _____

Amount of this order Rs. _____

On what Treasury _____

No. of Order _____ date _____

Amount Rs. _____

To receipt of _____

Political Officer _____

Cash _____

Notes _____

Advice to Treasury.

Order for Treaty Payment.

_____, the _____ 18__

The Treasury Officer of

is hereby advised of the issue of an order for

Treaty Payment, issued upon him, as per

particulars below specified.

(Signature)

(Designation)

No of Order _____ date _____

Amount due to _____

Due date _____

Amount Rs. _____

To receipt of _____

Political Officer in charge _____

Payable in cash _____

" " Notes _____

Forwarded to the _____
with reference to his letter No. _____ dated _____

Order for Treaty Payment.

Official No. of Payment.	Total Amount due.		Amount of this order.	Remarks
	Due to	Due date		
				Details are as follows:— Cash _____ Notes _____

No. of Payment Order _____ the _____ 18__ .
Dated _____

To THE TREASURY OFFICER AT _____

On or after _____ 18__ . Please pay to
the receipt of _____
the sum of Rupees _____

Rs. _____ of account of the Treaty Payment.

Countersigned

(Signature)
(Designation)

Political Officer.

For use in Audit Office.

Admitted Rs. _____

Objected Rs. _____

Reason of objection.

And/or Supdt. _____

Note.—This payment, when made, should be charged in the Schedule of Payments. The receipt must bear the countersignature of the Political Officer, where necessary, and is not subject to stamp duty.

S. Y. 37.

(To be printed on foolscap folio.)

Enclosures.

OFFICE OF THE _____

No. _____

Dated _____, the _____ 19 .

FROM

THE _____

To

THE _____

SIR,

I have the honour to forward _____ copies of the Inspection Report on the _____ Treasury for 19 -19 , and to request that you will be so good as to ask the Collector of the district to have all the defects noticed therein, removed and the instructions given carried out. Special attention is invited to the irregularities noticed in paragraphs _____

_____ of the report.

2. The Collector of the district should also be asked to record his remarks in respect of all the irregularities noticed, in one copy of the report which may kindly be sent to this office as early as possible with your comments thereon where necessary.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

(To be printed on footstep folio.)

(Obverse.)

O. N. With reference to Voucher No. _____ 19 .
dated _____

Office of the _____

Dated the _____ 19 .

No. _____

To _____
Tax _____

Sir, The sum of Rs. _____ having been advanced by the _____ to the officer named overleaf on the occasion of ^{his} ~~their~~ transfer to your district, I have the honour to request that you will be so good as to recover the amount in three equal instalments commencing from the first issue of ^{his} ~~their~~ pay quoting the No. and date of this memo against the recovery as authority.

Copy to _____ of _____ for
Information and guidance.

Noted in Objection Book for _____ 19 .
Part _____ page _____

G. O.

Office of the _____

Dated the _____ 19 .

No. _____

To _____
Tax _____

Sir, The sum of Rs. _____ having been advanced by the _____ to the officer named overleaf on the occasion of ^{his} ~~their~~ transfer to your district, I have the honour to request that you will be so good as to recover the amount in three equal instalments commencing from the first issue of ^{his} ~~their~~ pay quoting the No. and date of this memo against the recovery as authority. I have, Sir,

(Sd.) _____
(Designation) _____

No. _____
Copy forwarded to the _____ of _____
for information and guidance.

(Signature) _____
(Designation) _____

Итого

№ 121

Адрес

Имя

Адрес

Имя

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

(Reverse.)

NAME.	AMOUNT.	NAME.	AMOUNT.	NAME.	AMOUNT.	NAME.	AMOUNT.
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments
during the Month of _____ 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilized.

Major and Minor heads.						Major and Minor heads.					
Detailed heads.		Printing.	Furniture.	Warm clothing.		Detailed heads.		Printing.	Furniture.	Warm clothing.	
Districts	Supplying Jail.					Districts	Supplying Jail.				
Major and Minor heads.						Major and Minor heads.					
Detailed heads.		Printing.	Furniture.	Warm clothing.		Detailed heads.		Printing.	Furniture.	Warm clothing.	
Districts	Supplying Jail.					Districts	Supplying Jail.				

(Reverse.)

Name.	Amount.	(Reverse.)		Name.	Amount.	Name.	Amount.
		Name.					
1		1		1			
2		2		2			
3		3		3			
4		4		4			
5		5		5			
6		6					
7		7		7			
8		8		8			
9		9		9			
10		10		10			
11		11		11			
12		12		12			
13		13		13			
14		14		14			
15		15		15			
16		16		16			
17		17		17			
18		18		18			
19		19		19			
20		20		20			
21		21		21			
22		22		22			

S. Y. 39.

(To be printed on open foolscap.)

Statement showing the amount of Jail Supplies made to Public Departments
during the Month of _____ 19 .

N.B.—If the number of columns for Detailed heads proves to be insufficient, the columns on the right hand side may be utilized.

[illegible]

(Reverse.)

Names.	Amount.	Names.	Amount.	Names.	Amount.
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5					
6					
7				7	
8				8	
9				9	
10				10	
11				11	
12				12	
13				13	
14				14	
15				15	
16				16	
17				17	
18				18	
19				19	
20				20	
21				21	
22				22	

S. Y. 40.

(To be printed on foolscap quarto.)

No. .

Memorandum showing the adjustments made in the Books of the _____
 _____ for the month of _____ 19 , on account of
receipts
charges communicated in the _____.

Name and month of exchange account.	Amount.	To what head of account credited debited	REMARKS.

To _____

(Signature) _____

(Designation) _____

Register for watching the availability of funds

in respect of undistributed optional advances.

Appropriation for 19 -19

Nature of advanced

Subsequent modification, if any.

Serial No.	Diary No	No. and date of letter.	Name.	In whose favour	Amount applied for.	Progressive total.

Folding space.

Available balance.	Orders sanctioning advance.	No. and date.	No. and date of letter authorising payment.	Record of payment.	Remarks.

S. Y. 40.

(To be printed on foolscap quarto.)

No.

Memorandum showing the adjustments made in the Books of the _____
_____ for the month of _____ 19____, on account of
receipts communicated in the _____.
charges

Name and month of exchange account.	Amount.	To what head of account credited debited	REMARKS.

To

(Signature) _____

(Designation) _____

S. Y. 46.

(See Art. 260, Audit Code.)

(To be printed on foolscap quarto.)

URGENT

No. _____

FROM THE

TO THE TREASURY OFFICER,

SIR,

This is to warn you that Mr. _____
 has applied for ^{leave out of India} permission to retire from the service, and to request you to
 at once carry out the instructions contained in Art. 287-3,
 Civil Account Code.

An order* of retrenchment of Rs. _____ is
 outstanding against him in
 * No. _____, dated _____.
 the books of this office, which
 you will recover without fail from the next payment made to
 him (if not already recovered) without listening to any objection
 or protest.

I have the honour to be,

SIR,

Your most obedient Servant,

_____,
 The _____ 19 . } (Signature)
 (Designation)

S. Y. 42.

(To be printed on foolscap quarto on both sides.)

To be returned in original with reply noted in the right-hand column.

To be recovered before 19 .	Reply No
OFFICE OF THE _____	
Recovery Order No. _____, dated 19 .	Dated _____, the _____ 19 .
To _____	To _____
THE MEDICAL OFFICER IN CHARGE DISPENSARY.	THE _____
Memo	Memo.
A sum of (Rs. _____)) Rupees _____ has been charged by the Controller of for the Medical Stores supplied to the above Dispensary on Receipt Voucher No _____ for 19 .	The sum of (Rs. _____)) was paid into the _____ _____ Taluka Treasury on the _____ 19 . In charge Dispensary.
Please pay the amount into the nearest Government Treasury or intimate acceptance of debit immediately and return this advice in original duly completed.	No. _____ dated _____ 19 .
As this amount has already been paid by Government on behalf of the dispensary, its repayment should not be delayed beyond the period fixed above.	The sum of Rs. _____ has been credited to "Civil Advances", "Medical Supplies from Military Department", in the month of _____ 19 . Treasury Officer.

(Signature)

(Designation)

Credit traced in the cash account. Record.

Superintendent.

S. Y. 43.
(See Art. 221 (b) Audit Code.)
(To be printed on postcard.)
(Obverse.)

No. G. A. _____
Office of the
Gazetted Audit Department.
_____, the _____ 19 .

Memo.

To facilitate work in this office Mr. _____

is requested kindly to enter _____ as the audit number at the top of his
pay bills.

(Signature)

(Designation)

(Reverse.)

ON HIS MAJESTY'S SERVICE.

S. Y. 46.

(See Art. 260, Audit Code)

(To be printed on foolscap quarto.)

URGENT

No. _____

FROM THE

TO THE TREASURY OFFICER,

SIR,

This is to warn you that Mr. _____
 has applied for ^{leave out of India} ~~permission to retire from the service~~ and to request you to
 at once carry out the instructions contained in Art. 287-3,
 Civil Account Code.

An order* of retrenchment of Rs. _____ is
 outstanding against him in
 the books of this office, which
 you will recover without fail from the next payment made to
 him (if not already recovered) without listening to any objection
 or protest.

I have the honour to be,
 SIR,
 Your most obedient Servant,

The _____ 19 . } (Signature)
 (Designation)

i-A.

fool:cap.)

ustice

[illegible]

TIONS.

4. Column 7 (3) will include furlough or double allowances and leave on full allowances taken as a before and after 17-10-22.
6. Column 7 (4). Leave on average pay subject to a maximum in Rule 10 (1) (I) means all leave on directly debited to the ad. 1 local "one year".
7. Column 7 (4) 1. Intended to check the limit of one year imposed by the Note to Rule 10 (1) (II).
2. Any period of temporary service on Judge which may have been included in the calculation a certain Judge under Rule 7 (2) and Rule 10 (1) (II) (c) should be added to the Rule 10 (1) (i) or Rule 10 (1) (ii) (A) respectively. See letter from the C. C. A. to the No. T. 40-4-14-26, dated the 14th June 1924.

S. Y. 47.

(See Art. 260, Audit Code.)

(To be printed on foolscap quarto.)

No. _____

OFFICE OF THE

_____, the _____ 19 .

This is to certify that there are no demands against

Mr. _____

of the _____ Service

on the books of this office.

(Signature)

(Designation)

N.B.—The above CERTIFICATE having been given on an examination of the Public Accounts up to the latest period found to be practicable on this date, is not to preclude Government from claiming any amount for which the above-named officer may hereafter be found to be justly liable.

S. Y. 47-A.

(To be printed on fool-cvp.)

OFFICE OF THE

No. , dated the

19

To

Sir,

With reference to your letter No. , dated the , I have the honour to authorise you to draw your pay and allowances as below:—

A.—During joining time—

bankers.

- (a) Additional pay at Rs. . . . p.m. from
 (b) Overseas pay at Rs. . . . p.m.
 (c) Overseas pay in sterling payable to bankers (Please intimate their names).
 (d) Special pay.
 (e) Judicial pay.

- (a) Subscription to fund p.m. from
 (b) General Provident Fund at p.m. from

Quarters).

and as you are hereby authorised to draw effect from you will have over-
 Paid in England at Rs. . . . p.m. at p.m. from
 drawn in England leave allowance at for the period
 which at the market rate of exchange is or net Rs. detailed in
 equivalent to p.m. and to Rs. margin. This should also be refunded by deduction
 for the period from to from the net amount of your next pay bill. You should
 also take refund of the Indian Civil Service Provident

Fund, viz., Rs. . . . paid by you in advance by deduction from the amount of the Indian Civil
 Service Provident Fund payable in your next pay bill.
 4. As you were not paid leave-salary for the period from to you may draw
 the same at Rs. . . . p.m. converted into sterling at £ s. d per rupee (the rate of
 exchange at which you would have been paid in England) and reconverted at the current rate of
 exchange in force at the time of payment.

5. The sum of Rs. taken as an advance from the Accountant-General
 should be refunded by monthly instalments at the rate of not less than 1-3rd of your pay
 *commencing from the bill in which full pay is drawn.

6. The sum of Rs. on account of balance of advance should be refunded
 which a full
 d subsequent

p.m.

p.m.

No. at the

8. Your Last Pay Certificate from the High Commissioner, London, herewith returned
 should be attached to your first bill.

I have, etc.

No.

Copy forwarded to the Treasury Officer for information and necessary action.

* The Particulars in full may be scored out when not required.

Alternative

S. Y. 48.

(See Arts. 267—73, Audit Code.)

(To be printed on foolscap folio.)

MEMORANDUM.

To be returned in original with reply noted in the right hand column.

OFFICE OF THE

_____, the

19

is requested to furnish the information, etc., required below, to complete the record of service of _____

maintained in this office and to return the memorandum at a very early date

(Signature)

(Designation)

(Signature)

(Designation)

1. Full name with titles, if any
2. Date of birth by Christian era
3. Original Service book
Statement of services, including war services, if any.
4. Date of arrival in India
5. Date of assuming charge at _____
relinquishing
6. Domicile (Asiatic or Non-Asiatic)
7. Province of domicile at the time of appointment.*
8. Mother tongue*
9. Religion or community
10. Caste*
11. Tribe*
12. Home of Family*
13. Academical Degree, if any
14. Literary works, if any
15. Particulars regarding award of war service medals or clasps, or King's Police Medals.
16. Dates on which honours and decorations were conferred.
17. Particulars of nominations as a member of any of the Legislative Bodies now established.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

*For Indian Officers.

S. Y. 49.

(See Art. 272, Audit Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in right hand column.

OFFICE OF THE

No. , dated 19 .

To

Sir,

The undersigned requests the favour of being furnished at an early date with the countersigned Last-Pay Certificate and statement of services of _____

in which among others the following details should be shown —

1. Date of birth.
2. Date of first arrival in India.
3. Date of commencement of service.
4. Details of appointments held.
5. Details of leaves obtained.
6. Pay drawn from _____

to _____ (last twelve complete months or last three years as the case may be).

7. University and Departmental examinations (if any) passed by him.

(Signature)

(Designation)

OFFICE OF THE

REPLY No

Dated , the 19 .

To

MEMO.

S. Y. 48.

(See Arts. 267—73, Audit Code.)

(To be printed on foolscap folio.)

MEMORANDUM.

To be returned in original with reply noted in the right hand column.

OFFICE OF THE

_____, the _____ 19 ____.

is requested to furnish the information, etc., required below, to complete the record of service of _____

maintained in this office and to return the memorandum at a very early date.

(Signature)

(Designation)

The informations asked for is furnished below

(Signature)

(Designation)

1. Full name with titles, if any
2. Date of birth by Christian era
3. Original Service book
Statement of services, including war services, if any.
4. Date of arrival in India
5. Date of assuming charge at _____
relinquishing
6. Domicile (Asiatic or Non-Asiatic)
7. Province of domicile at the time of appointment *
8. Mother tongue*
9. Religion or community
10. Caste*
11. Tribe*
12. Home of Family*
13. Academic Degree, if any
14. Literary works, if any
15. Particulars regarding award of war service medals or clasps, or King's Police Medals.
16. Dates on which honours and decorations were conferred.
17. Particulars of nominations as a member of any of the Legislative Bodies now established.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

S. Y. 49.

(See Art. 272, Audit Code.)

(To be printed on foolscap folio)

To be returned in original with reply noted in right hand column.

<p>OFFICE OF THE</p> <p>No. , dated 19 .</p>	<p>OFFICE OF THE</p> <p>REPLY No</p> <p>Dated , the 19 .</p>
<p>To</p>	<p>To</p>
<p>SIR,</p> <p>The undersigned requests the favour of being furnished at an early date with the countersigned Last-Pay Certificate and statement of services of</p> <p>in which among others the following details should be shown :—</p> <ol style="list-style-type: none"> 1. Date of birth. 2. Date of first arrival in India. 3. Date of commencement of service. 4. Details of appointments held. 5. Details of leaves obtained. 6. Pay drawn from <p>to (last twelve complete months or last three years as the case may be).</p> <ol style="list-style-type: none"> 7. University and Departmental examinations (if any) passed by him. <p>(Signature)</p> <p>(Designation)</p>	<p>MEMO</p>

S. Y. 52⁴

(See Art. 841, C. S. R.)

(To be printed on foolscap folio)

Report of the _____ on application for Leave of Absence.

Station	Name of Officer.	Appoint- ment.	LEAVE APPLIED FOR				
			Nature.	PERIOD.			Date of commence- ment.
				Y.	M.	D.	

No. _____

(Under Fundamental Rules.)

Certified that Leave for _____ months _____ days is admissible from _____ 19 _____, under Fundamental Rules, viz., leave on average pay for _____ months _____ days (including Privilege leave at credit for _____ months _____ days) with leave on half average pay for _____ months _____ days under rules _____ of those rules, or if the leave is spent out of India or Ceylon or is taken on Medical Certificate,* Leave on average pay for _____ months _____ days (including Privilege leave for _____ months _____ days at credit) with leave on half average pay for _____ months _____ days under rules _____ of the said Rules.

(Under Leave Rules of 1920 or the old Civil Service Regulations)

Certified that Privilege leave for _____ months _____ days under Articles 246 and 260 of the Civil Service Regulations and in continuation furlough on average salary for _____ months _____ days under _____ and ordinary furlough for _____ year _____ months _____ days under Article _____ of the Civil Service Regulations will be admissible to the officer on _____.

There is no objection to his profiting or availing gazetted holidays or Sunday to leave provided the conditions prescribed by the Local Government in this respect are satisfied.

*N. B.—Leave reported on Medical Certificate may be granted to an officer on his furnishing proper Medical Certificate as prescribed in the subsidiary rules in support of his absence and the fact of the grant of any leave on Medical Certificate or out of India or Ceylon may be distinctly stated in the orders sanctioning the leave.

Forwarded to _____

*2. A copy of the orders sanctioning the leave, may be sent to this office, with an intimation of the actual hour and date on which he is allowed to proceed on leave

*3. The actual hour and date of his return to duty may also be intimated or his return from leave.

OFFICE OF THE _____

(Signature)

(Designation)

71/_____ 19 _____

*To be scored out as unnecessary

S. Y. 53.

(See Appendix. 10, Rule 3, Audit Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right hand column.

OFFICE OF THE

No. _____ Dated _____, the _____ 19 ____.

To

THE CONTROLLER OF MILITARY ACCOUNTS,

SIR,

_____, whose active service in the Civil Department commenced on _____ 19____, having applied for leave _____, I have the honour to request that you will be so good as to furnish me with information on the following points regarding him

1. Date of first commission.
2. Date of arrival in India.
3. The leave rules to which he is subject.
4. The amount of furlough earned by him in the Military Department.
5. The different kinds of leave taken by him including the privilege leave last taken (distinguishing those which should be deducted from the maximum furlough admissible).
6. The balance of furlough due to him under the Military Rules.
7. The amount of leave pay to which he is entitled under Articles 338 and 364 of the Army Regulations, India.
8. The date from which he will commence his _____ year of service and the date up to which it will extend.
9. The different rates of salary and allowances drawn by him from _____ 19____ to _____ 19____.

I have the honour to be,
SIR,
Your most obedient Servant,

(Signature)

(Designation)

REPLY No. _____

Dated _____, the _____ 19 ____.

To

THE

SIR,

The information asked for is furnished below.

1.

2.

3.

4.

5.

6.

7.

8.

9.

S. Y. 54.

(See Appendix 10, Rule 23, Audit Code.)

(To be printed on foolscap folio.)

AMENDED LEAVE SALARY CERTIFICATE.

No. G.A.

In the leave Salary Certificate of _____

No. _____

dated _____, kindly read the following :—

Item No of leave Salary Certificate.	For	Read

To

The High Commissioner for India, India House, Aldwych, London,
W. C. 2.

OFFICE OF THE

Dated _____ the _____ 19 . } (Signature)

(Designation)

Copy forwarded to _____
for information.

(Signature)

(Designation)

S. Y. 55.

(See Rule 27, Appendix 10, Audit Code)

(to be printed on foolscap quarto.)

To be returned in original with reply noted in the right hand column.

OFFICE OF THE	REPLY.
Dated _____ the _____ 19 .	Dated _____ the _____ 19 .
Via _____	_____
To _____	To _____
_____	THU
SIR,	SIR,
<p>To enable me to issue instructions for payment of your allowances on your return from leave, I have the honour to request that you will be so good as to furnish this office with the following document and information—</p>	
(1) Your English Leave Salary Certificate	
(2) The port at, and the date on, which you landed.	
(3) The date on which you assumed charge of your duties, and whether in the forenoon or afternoon.	
I have the honour to be,	I have the honour to be,
SIR,	SIR,
Your most obedient Servant,	Your most obedient Servant,
(Signature)	
(Designation)	

S. Y. 61.

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the _____

No. _____

Dated _____, the 19 .

Certificate of service and active service of Mr. _____
 of the Covenanted Civil Service and of the amount for which
 he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ s. d.

Computed up to _____

Under terms of _____

There are no demands on the books of the _____

_____ against Mr. _____

(Signature)

(Designation)

Submitted to the Secretary to the Government of _____,
 with reference to _____

(Signature)

(Designation)

Dated the 19 .

N. B.—The above certificate having been given on an examination of the Public Accounts up
 to the latest period found to be practicable on this date, as not to preclude the Government of _____
 from claiming any amount for which the above named officer may hereafter be found to be jointly
 liable.

S. Y. 58.

(See Art. 343, Account Code.)

(To be printed on foolscap quarto.)

Office of the

No. _____, the _____

FROM

THE _____

To

THE TREASURY OFFICER,

SIR,

I have the honour to inform you that the rate of exchange at which contributions to the Indian Civil Service and Indian Military Service Family Pension Funds and the Indian Military Widows' and Orphans' Funds are recoverable during the month of _____ 19 _____ is _____ the rupee.

I have the honour to be,

SIR,

Your most obedient Servant

(Signature)

(Designation)

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the _____

No. _____

Dated _____, the _____ 19 ____.

Certificate of service and active service of Mr. _____

of the Covenanted Civil Service and of the amount for which
he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ s. d.

Computed up to _____

Under terms of _____

There are no demands on the books of the _____

against Mr. _____

(Signature)

(Designation)

Submitted to the Secretary to the Government of _____,
with reference to _____

(Signature)

(Designation)

Dated the _____ 19 ____.

N. B.—The above certificate having been given on an examination of the Public Accountant, to the latest period found to be practicable on the date, is not to preclude the Government of _____ from claiming any amount for which the above named officer may hereafter be found to be jointly liable.

S. Y. 58.

(See Art. 343, Account Code.)

(To be printed on foolscap quarto.)

Office of the

No. _____, the _____

FROM

THE _____

To

THE TREASURY OFFICER,

SIR,

I have the honour to inform you that the rate of exchange at which contributions to the Indian Civil Service and Indian Military Service Family Pension Funds and the Indian Military Widows' and Orphans' Funds are recoverable during the month of _____ 18 _____ is _____ the rupee.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature)

(Designation)

S. Y. 61.

(See Arts. 974—976, C. S. R.)

(To be printed on foolscap folio.)

Office of the _____

No. _____

Dated _____, the 19 .

Certificate of service and active service of Mr. _____
of the Covenanted Civil Service and of the amount for which
he is eligible :—

Total period of service years months days.

Total period of active service years months days.

Amount of annuity for which eligible £ s. d.

Computed up to _____

Under terms of _____

There are no demands on the books of the _____

_____ against Mr. _____

(Signature)

(Designation)

Submitted to the Secretary to the Government of _____,
with reference to _____

(Signature)

(Designation)

Dated the 19 .

N. B.—The above certificate having been given on an examination of the Public Accountant's report to the latest period found to be practicable on the date, is not to preclude the Government of _____ from claiming any amount for which the above named officer may hereafter be found to be justly liable.

Register of alterations and additions to permanent Government and Departments of the Government ending

(To be printed on open foolscap.)

*establishments in Central Departments by the Local
ment of India other than Finance, for the year*

[illegible]

NOTE.—This register is intended for facility of check of the return prepared G. I., F. D., endorsement No. 1043 E. 1., dated the 4th August

PRESENT SCALE.		REVISED SCALE.		
No.	Designation.	No.	Designation.	Pay.
				Increase.
				Decrease.
				RPMANKS.

by Local Governments for an infusion to the Government of India (1999).

(To be printed on foolscap quarto.)

No. _____

OFFICE OF THE

Dated .. the _____ 19 .

To _____

In reply to your letter No. _____, dated _____,
 I have the honour to state that you are entitled to _____
 days' joining time from _____ to _____ exclusive
 of Sundays.

	Miles	Days.
Railway	.	.
Road or boat	.	.
River	.	.
Preparation	.	.
Total	.	.

Unsettled Officer.

No. _____

OFFICE OF THE

Dated _____ the _____ 19 .

To _____

In reply to your letter No. _____, dated _____,
 I have the honour to state that you are entitled to _____
 days' joining time from _____ to _____ exclusive
 of Sundays.

	Miles	Days.
Railway	.	.
Road or boat	.	.
River	.	.
Preparation	.	.
Total	.	.

(Signature)
 (Designation)

S. Y. 65.

(To be printed on foolscap quarto.)

No. _____, dated _____ the _____ 19 .

FROM

THE _____

To

SIR,

With reference to your application for leave from _____

I have the honour to request you to furnish me with the following information and documents before proceeding on leave to enable me to issue the authority for drawing your leave salary, when the grant of the leave has been notified in the Gazette

- (1) Name of Treasury from which you intend to draw your leave salary.
- (2) Treasury last pay certificate.
- (3) Certificate of making over charge.
- (4) Rate of subscription to the General Provident Fund during leave, vide Rule 5 of the rules regulating the General Provident Fund.

I have the honour to be,
Sir,
Your most obedient servant,

(Signature)

(Designation)

S. Y. 66.

(To be printed on foolscap if also.

OFFICE OF THE

OFFICE OF THE

FROM

THE

TO

THE DIVISIONAL OFFICER,

DIVISION.

No. _____, dated _____, 19 ____.

SIR,

With reference to your rent roll No. _____, dated _____,

I have the honour to state that the _____
of Rs. _____ due from _____
refunded to _____has been noted for recovery or refund
was recovered by deduction from _____ the salary bill of the Officer paid
refunded by addition to _____
from the _____ treasury
on the _____I have the honour to be,
SIR,
Your most obedient servant,

G. C.

FROM

THE

TO

THE DIVISIONAL OFFICER,

DIVISION.

No. _____, dated _____, 19 ____.

SIR,

With reference to your rent roll No. _____, dated _____,

I have the honour to state that the _____
of Rs. _____ due from _____
refunded to _____has been noted for recovery or refund
was recovered by deduction from _____ the salary bill of the Officer paid
refunded by addition to _____
from the _____ treasury
on the _____I have the honour to be,
SIR,
Your most obedient servant,

(Signature)

(To be printed on foolscap folio)

Office of the

No. , dated the 19 .

To

THE DIVISIONAL OFFICE,

DIVISION,

is entitled to draw salary at the rate of Rs. --
 from the -- and at
 Rs. -- from the --
 to the --

Please intimate in the next rent roll
 submitted to this Office the amount, if
 any, to be recovered from him on account
 of arrears of house rent due from
 him for the above period.

(i)

No. --

Copy forwarded to -- for information

A. O.

Office of the

No. , dated the 19 .

To

THE DIVISIONAL OFFICE,

DIVISION,

is entitled to draw salary at the rate of
 Rs. -- from the -- to the
 and at Rs. -- from the --
 to the --

Please intimate in the next rent roll
 submitted to this Office the amount, if
 any, to be recovered from him on account
 of arrears of house rent due from
 him for the above period.

(Sd.)

(Designation)

No. --

Copy forwarded to -- for information.

(Signature)

(Designation)

S. Y. 68.

(To be printed on foolscap folio.)

OFFICE OF THE

No. _____, dated _____ the _____ 19 ____.

To _____

Through the Divisional Officer,

At the instance of the Divisional Officer, I have the honour to authorize you to draw on a stipend by short

deduction of rent from your next salary bill a sum of Rs. _____, being house rent extra recovered from the _____ in the _____ quoting this letter as authority.

No. _____ G. O.

Copy forwarded to the Treasury for information and necessary action.

The refund when made should be communicated to the Divisional Officer, Division.

G. O.

OFFICE OF THE

No. _____, dated _____ the _____ 19 ____.

To _____

Through the

Through the Divisional Officer, Division.

Sir,

At the instance of the Divisional Officer, I have the honour to authorize you to draw on a stipend by short

deduction of rent from your next salary bill a sum of Rs. _____, being house rent extra recovered from the _____ to the _____ quoting this letter as authority.

(Sd.) _____

(Designation) _____

No. _____

Copy forwarded to the Treasury Officer, for information and necessary action.

The refund when made should be communicated to the Divisional Officer, Division.

(Signature) _____

(Designation) _____

S. Y.

(See Art. 480, Rule 3,

'To be printed on

Transit register of bills sent to _____

Date.	Token No. Serial No of Bills.	Initials of receiving auditor.	Initials of the cashier or his assist cheque writer in token of getting back the audited bills.	Date	Token No. Serial No of Bills.	Initials of receiving auditor	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

79.

Audit Code.)

open tool, cap.)

section for Pre-Audit during _____ 19 .

Date	Token No. Serial No. of Bills.	Initials of receiving auditor.	Initials of the cashier or his assist. cheque writer in token of getting back the audited bills	Date	Token No. Serial No. of Bills.	Initials of receiving auditor	Initials of the cashier or his assistant cheque writer in token of getting back the audited bills.

(To be printed on foolscap paper.)

OFFICE OF THE

No. _____, dated _____ the _____ 19
To _____

Through the Divisional Officer,
At the instance of the Divisional Officer,
honour to authorize you to draw _____ on a simple
receipt _____
deduction of rent from your next salary bill
a sum of Rs. _____, being
house rent excess recovered from the _____,
quoting this letter as authority.

No. _____ G. O.

Copy forwarded to the Treasury
Officer _____ for
information and necessary action.

The refund when made should be com-
municated to the Divisional Officer,
Division.

G. O.

OFFICE OF THE

No. _____, dated _____ the _____ 19
To _____

Through the Divisional Officer,
At the instance of the Divisional Officer,
honour to authorize you to draw _____ on a simple
receipt _____
deduction of rent from your next salary bill
a sum of Rs. _____, being house
rent excess recovered from the _____, to
the _____, quoting this letter as
authority.

(Sd.)

No. _____ (Designation) _____
Copy forwarded to the Treasury Officer,
_____ for information and ne-
cessary action.
The refund when made should be com-
municated to the Divisional Officer,
Division.

(Signature) _____
(Designation) _____

S. Y. 80.

(Art. 481, Rule 1, Audit Code.)

(To be printed on fool-cap octavo)

*Memo. of sums included in cheque No... ..dated.....19.....**drawn by the... ..in favour of.....*

	Particulars	Rs.	A.	P.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

S. Y. 82.

(See Art. 485, Audit Code.)

(To be printed on fool-cap folio.)

OFFICE OF THE ACCOUNTANT GENERAL, _____

PRESIDENCY PAY DEPARTMENT.

Cash balance in the Presidency Pay Department on the evening of
the _____ day of _____ 19 ____.

	Amount	Rs.	A.
Government Currency Notes:—			
_____ @ R 100 each . R			
_____ @ R 50 „ „			
_____ @ R 10 „ „			
_____ @ R 5 „ „			
_____ @ R 2½ „ „			
_____ @ R 1 „ „			
Sovereigns			
Half-sovereigns			
Whole Rupees			
Half „			
Quarter „			
Eighth „			
One Anna			
Half Anna			
Quarter Anna			
Pic Pieces			
Stamps			
TOTAL R			
Cheque in hand			
GRAND TOTAL R			

Correct.
Cashier

T/ _____ 19 ____

A. A. G.

S. Y. 83

(See Art. 486, Audit Code.)

(To be printed on fool cap quarto)

MEMO, OF UNDELIVERED CHEQUES,

Date _____

Balance of previous day

Number of cheques signed to-day (as per cheque book)

TOTAL

Number of cheques delivered to-day (as per Register of
cheques delivered).

Balance in hand to be deposited in safe

TOTAL

Superintendent,

Cheques received.

Certified officer

S. Y. 85.

(See Art. 475, Audit Code.)

(To be printed on foolscap quarto.)

Office of the _____

No. _____

To _____

Dated _____ the _____ 19 .

Sir,

I have the honour to enclose cheque No. _____, dated _____ 19 ,

on the Imperial Bank of India, _____, for Rs _____ for credit to the account of _____
in payment of your _____

for Rs. _____ received on the _____.

Please obtain and furnish the payee's receipt duly stamped.Please furnish a stamped receipt.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)
(Designation.)

Reference No. _____ 19 .

Received by cheque No _____, dated _____, 19 , the sum of Rs (—)

from the _____

in payment of my bill No _____, dated _____ 19 . on
account of _____

(Signature.)

(Designation.)

N. B.—Failure to send the receipt by return post will render the payee liable in forfeit the privilege of having his cheques sent by post.

S. Y. 86.

(See Art. 22, Civil Account Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE _____

No. _____ dated _____ the _____ 19

FROM

THE _____

To

THE _____

Please note that a new cheque book No. _____ containing _____
 cheques from No. _____ to No. _____ has been brought into use
 for operation on the _____
 from to-day, the _____ 19 .

(Signature.) _____

(Designation.) _____

S. Y. 87.

(To be printed on foolscap folio both sides)

RETURN MEMO.

Token No.

To be returned in original with reply noted in the right-hand column.

Office of the				Reply No.		
No.	, dated	, the	19 .	Dated	the	19 .
No of enclosures (in words)—						

To the	To the
<p>Your bill of</p> <p>for Rs</p> <p>is returned herewith for the reason stated in No. below with the request that you will kindly remedy the defects pointed out before resubmission and instruct your office to avoid similar errors or omissions in future.</p>	

Signature _____

Designation _____

General

1. Not drawn in proper printed form.
2. Not properly filled up the being blank wrong
3. Contains erasure. A fresh bill is required under Art. 13 (d), C. A. Code.
4. Contains unattested alterations at the places marked A in red ink.
5. The net amount of the bill in figures does not agree should be Rs. _____ with that written in words _____ and not Rs. _____
6. Not signed by the drawing Officer.

Establishment

7. Not supported by a certificate of disbursement of amount drawn on previous bills.
8. The nature of vacancy in which has been appointed should be stated
9. Not supported by an absentee statement
10. For want of a certificate that all fees and other receipts of all kinds belonging to Government have been duly paid into the Government Treasury.
11. A certificate is required that the officers for whom gratuity allowance has been claimed are whole-time Government servants, that they were not on leave or under suspension and that their emolument did not exceed Rs. _____ each per mensem during the period of claim.
12. A certificate is required that all officers in inferior service, Head-Constables and Constables, for whom increments have been claimed in the bill, have rendered the required period of approved service entitling them to the increased pay drawn in the bill.

S. Y. 86.

(See Art. 22, Civil Account Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE _____

No. _____ dated _____ the _____ 19

FROM

THE _____

To

THE _____

Please note that a new cheque book No. _____ containing _____
cheques from No. _____ to No. _____ has been brought into use
for operation on the _____
from to-day, the _____ 19 .

(Signature.) _____

(Designation.) _____

S. Y. 87.

(To be printed on foolscap folio both sides)

RETURN MEMO.

Token No.

To be returned in original with reply noted in the right-hand column.

Office of the					Reply No.
No.	, dated	, the	18		Dated
					the
	No of enclosures (in words)—				19

To the

To the

Your bill of
for Rs
is returned herewith for the reason stated in No.
below with the request that you will kindly remedy the
defects pointed out before resubmission and instruct
your office to avoid similar errors or omissions in future.

Signature _____

Designation _____

General.

1. Not drawn in proper printed form.
2. Not properly filled up the being blank
wrong
3. Contains erasures. A fresh bill is required under
Art. 13 (d), C. A. Code
4. Contains unstatted alterations at the places marked
A in red ink.
5. The net amount of the bill in figures does not agree
should be Rs.
with that written in words
and not Rs
6. Not signed by the drawing Officer.

Establishment.

7. Not supported by a certificate of disbursement of
amount drawn on previous bills.
8. The nature of vacancy in which
has been appointed should be stated.
9. Not supported by an absence statement.
10. For want of a certificate that all fees and other
receipts of all kinds belonging to Government
have been duly paid into the Government
Treasury.
11. A certificate is required that the officers for
whom grain allowance has been claimed are
whole-time Government servants, that they
were not on leave --

Accountant General's Remarks—Continued.

Officer's Reply—Continued.

Establishment—Contd.

13. A certificate is required that the charges on account of electric current consumed in the residence or residential quarters of officers have been paid for separately by the residents concerned and that no portion of such charges beyond what has been specially allowed by Government has been charged.

endured pay amount in two bills.

Contingencies.

14. A certificate is required that the telegram was sent on State service and that cash payment was unavoidable.
15. A certificate is required that no portion of the building for which municipal taxes have been charged is occupied as residential quarters.
16. A certificate is required that the conveyance

should be included.

Travelling.

17. The hour of arrival at, and departure from, calling place should be shown in the bill.
18. The number of miles travelled by on each day, viz., should be given separately.
19. A certificate
20. For
21. Information wanted as to whether the officer appeared to give evidence in his public capacity.
22. If necessary, the officer are actually

relying with and wholly dependent upon the officer.

Page 69, Form No S. Y. 88—

For the reference " (See Art 57, Account Code) " at the top of the form, substitute " (See Art. 115, Account Code, Vol. IV) ".

[Book of Account Forms, 1st Edn (Rep.), No 180, dated the 2nd June 1941]

Month of Account.	Original.			In adjustment of original credits.			Original.			In adjustment of original debits.			REMARKS.
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Opening Balance													
April 19													
May "													
June "													
July "													
August "													
September "													
October "													
November "													
December "													
January 19													
February "													
March "													
March Final													
March Supplementary.													
Total													
Total Debits													
Closing Balance													
Grand Total													

S. Y. 90,

(See Arts. 66 and 204, Account C^t

(To be printed on foolscap folio)

(Overseer).

OFFICE OF _____

No. _____

Dated _____ the _____

FROM _____

To THE _____

THE _____

Sir,

I have the honour to state that I propose to $\frac{\text{debit}}{\text{credit}}$ the amount detailed on the reverse (for which _____ vouchers are attached) to the _____

in my accounts for March 19 $\frac{\text{Final}}{\text{Supplementary}}$ and to request that you will be so good as to respond to the $\frac{\text{debit}}{\text{credit}}$ in your accounts for _____

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

(Reverse)

Details of amounts debited and credited in the Civil Accounts for March 19

Final
Supplementary

No of Voucher	Brief particulars.	Debits. Credits.

S. Y. \$1.

(See Art. 71, Account Code.)

(To be printed on foolscap folio.)

Province of _____

Exchange Account between _____ and _____

For the month of _____ 19 .

Side.	Receipts	Outgoings.
Opening balance, reckoning from April 1st .		
I.—Remittances to _____ from vide schedule }		
I .—Remittances to _____ from vide schedule }		
III.—Items adjustable by vide schedule }		
IV.—Items adjustable by vide schedule }		
TOTAL Rs.		
Balance carried forward to next account		
GRAND TOTAL		

No _____

Forwarded to the _____

with _____ schedule _____ vouchers and _____ sub-vouchers.

Office of the _____

dated _____ 19 . }

(Signature)

(Designation)

Page 75, Form No S. Y. 93—

For the reference " (See Art. 75, Account Code) " at the top of the substitute " (See Art 136, Account Code, Vol IV) "

[Book of Account Forms, 1st Edn. (Rep.), No 187, dated the 2nd June 1941.]

FFICE OF THE

, dated _____ 19 _____

No. — —

THE _____

IR.

With a view to reconcile adjustments in the Exchange Accounts under Head _____," I have the honour to request that he last two columns in the statement at foot may be filled in and this paper returned to this office as early as possible.

I have the honour to be

SIR,

Your most obedient servant,

(Signature)

(Designation)

—side.			—side		REMARKS
Month of Account and date.	Particulars.	Amount of credit or debit	REFERENCE TO CORRESPONDING DEBIT OR CREDIT.		
		Rs.	A.	P.	

No _____ Returned to the
Dated _____

19

(Signature)

S. Y. 93-B.

To be returned in original, with reply noted in the right hand column within a week.)

Office of the	Reply No.
No. , dated the 19 .	Dated the 19 .
Enclosures	
To	To
The	The
Memo.	Memo.
<p>Please state the month's exchange account in which the debits/credits on account of the amounts noted below has/have been or will be raised against/afforded to this office.</p>	
Signature	Signature
Designation	Designation

S. Y. 94.

(See Art. 76, Account Code.)

(To be printed on foolscap folio.)

(OVERSE.)

Detailed Statement showing Plus and Minus Entries of Transfer Adjustments made in the Progress Register under the following
Credit.
Debit.
heads during the month of _____ *19* .

Month of Account.	Name of Treasury.	Particulars.	Head under which the item was previously shown in error.	Amount.		Total.	Head to which the item is now transferred.	Remarks. (Reference to correspondence, etc.)
				Rs.	a. p.	Rs.	a. p.	
								No. dated _____ 19 .
								Forwarded to the
								with reference to
								Article 76, ac-
								count Code.
								(Signature) (Designation)

(REVERSE.)

Abstract showing the net result of the entries on the reverse under each head of account.

Heads of Account.	Net Result.			
	Plus.		Minus.	
I. Remittances to from				
II. Ditto to from				
III. Items adjustable by				
IV. Ditto by				
Total Re.				

(Overse.)

heads during the month of _____ 19____

Month of Account.	Name of Treasury.	Particulars.	Head under which the item was previously shown in error.	Amount.	Total.	Head to which the item is now transferred.	Remarks. (Reference to correspondence, etc.)
				Rs. a. p.	Rs. a. p.		
							No. dated 19 . Forwarded to the with reference to Article 76, ac- count Code. (Signature) (Designation)

(REVERSE.)

Abstract showing the net result of the entries on the reverse under each head of Account.

Heads of Account.	Net Result.			
	Plus.		Minus.	
I. Remittances to from				
II. Ditto to from				
III. Items adjustable by				
IV. Ditto by				
Total Re. .				

S. Y.

(See Article 88,

(To be printed

**Objection Book of Exchange Account
for the month of**

Period of Account.	Serial n. of item.	NATURE OF ITEM.	DEBITS.				CREDITS.			
			Accepted but awaiting clearance.		Rejected.		Accepted but awaiting clearance.		Rejected.	
Total of month's objections Balance from last month										
TOTAL										
Deduct amount adjusted in 19 as in separate register										
Add or Deduct adjustments in March Final										
Balance carried forward										

96.

Account Code.)

on Demy.)

 between _____ and _____
 _____ 19 .

NATURE OF OBJEC- TION.	SUBSEQUENT REMINDEE, ETC.	MODE OF ADJUSTMENT.			
		MONTH IN WHICH ADMIT- TED IF FINALLY PASSED.		IF DISALLOWED, THE MONTH'S EXCHANGE AC- COUNT IN WHICH THE ITEM IS CREDITED OR DEBITED.	
		Month.	Amount of each portion admitted.	Month.	Amount.

Examiner.

Supt.

O.O.

(REVERSE.)
MEMORANDUM No.

Forwarded to the _____ for information
with reference to his Objection Statement on this Office Exchange
for the month of _____ 19____, and in continuat
No. _____, dated _____ 19____.

OFFICE OF THE

_____ the _____ 19 . }

S. Y. 99.

(To be printed on fool cap breadthwise)

Statement of contributions towards ordinary pensions and leave account of officers lent to the _____ for the quarter ending _____

<i>Name of Officers.</i>	<i>Rank or appointment in British Service.</i>	<i>Pay</i>	<i>Period of foreign Service,</i>		<i>Contribution recoverable.</i>			
			<i>From</i>	<i>To</i>	<i>Rate per month.</i>	<i>Amount.</i>		
		<i>R s . d . p .</i>			<i>Rs. a . p .</i>	<i>Rs. a . p .</i>		
				Total				

Office of the
No. _____
the _____

Forwarded to the

(Signature)

(Designation)

19 . }

Page 85, Form No. S. Y. 100—

For the reference " (See Art. 120, Account Code) " at the top of the form, substitute " (See Arts. 158 and 159, Account Code, Vol. IV.) ".

(ii) In line 2 of the Memo. for " Military Department " substitute " Defence Department. "

[Book of Account Forms, 1st Edn. (Rep.), No. 194, dated the 2nd June 1941.]

OFFICE OF THE _____

To

THE SUPERINTENDENTS OF SECTIONS.

Please certify below whether all schedules and slips relating to debits and credits to the Military Department for the month of _____ 19 _____ have been made over to the Account Current Section for inclusion in the _____ list to be despatched on the _____ 19 _____

The _____ 19 _____ Superintendent, Account Current Section.

Section.	Accounts.	Remarks by Auditor.	Initials of Superintendents.

S. Y. 101.

OFFICE OF THE ACCOUNTANT GENERAL.

Exchange Account.

FOR THE

month of _____ 19 _____

No. _____

Dated _____, the _____ 19 _____

Forwarded to the _____

_____ Railway

_____ with _____

schedules and _____ vouchers attached.

(Signature)

(Designation)

Exchange Account between

Railway

Dr.

Schedule.		Heads.	Capital Branch.		Revenue Branch.		Total.	
Capital Branch.	Revenue Branch.							
		I.—REMITTANCES TO CIVIL FROM RAILWAYS. Payments into treasuries by Railway Officers.						
		II.—REMITTANCES TO RAILWAYS FROM CIVIL. Cheques of Railway Officers						
		III.—ITEMS ADJUSTABLE BY CIVIL DEPARTMENT. Inter-Departmental credits by Railways.						
		Receipts on account of service and other Funds.						
		Public Works items separately listed.						
		Miscellaneous						
		TOTAL III						
		IV.—ITEMS ADJUSTABLE BY RAILWAYS. Payments into treasuries by Civil Officers on account of Railways.						
		Inter-Departmental charges to Railways.						
		Miscellaneous						
		Payments for lands taken up for Railway purposes.						
		Public Works items separately listed						
		Miscellaneous						
		TOTAL IV						
		TOTAL DEBITS						
		Balance from last account						
		Balance carried over						
		GRAND TOTAL						

01.

Account Code)

pen foolscap)

and the

for the month of 19 .

Cr.

Schedule		Roads.	Capital Branch.	Revenue Branch	Total.
Capital Branch.	Revenue Branch.				
		I.—REMITTANCES TO CIVIL FROM RAILWAY. Payment into treasuries by Railway Officers II.—REMITTANCES TO RAILWAYS FROM CIVIL. Cheques of Railway Officers III.—ITEMS ADJUSTABLE BY CIVIL DEPARTMENT. Inter-Departmental charges by Railways. Expenditure in Railway Department to be charged upon Civil Accounts. Railways chargeable to loan upon the Civil tools. Public Works items separately listed. Miscellaneous . . .			
		TOTAL III			
		IV—ITEMS ADJUSTABLE BY RAILWAYS. Payments into treasuries by Civil Officers on account of Railways. Sale-proceeds of Railway class C lands. Recoveries of Railway advances Miscellaneous . . . Payments for land taken up for Railway purposes. Public Works items separately listed. Miscellaneous . . .			
		TOTAL IV			
		TOTAL CREDITS			
		Balance from last account			
		Balance carried over			
		GRAND TOTAL			

S. Y. 102.

(See Art. 154, Account Code.)

No. 195.

Form No. S. Y. 102—

e this form.

Book of Account Forms, 1st Edn. (Rep.). No. 195, dated [the 2nd June 1941.] _____ of the Account with the

Secretary of State
High Commissioner for
Adjustable in England.
Adjustable in India.

_____ 19 .

Item No.	Particulars.	Received or paid in India in Indian Currency.	Net amount credited or debited in the Account Current in British Currency.			Rate of Exchange.
		Rs. a p.	£	s.	d.	
	Total .					
	Exchange debited (-) or credited (+).					
	Net amount credited or debited in the account current in Indian Currency.					

Forwarded to the Auditor General, New Delhi

Signature

Designation

The _____ 19 .

For the reference " (See Art. 180, Account Code) " at the top of the form substitute " (See Art. 211, Account Code, Vol. IV) ."

[Book of Account Forms, 1st Edn. (Rep.), No 196, dated the 2nd June 1941.]

Extract from invoice of	store for	per D.D.
which sailed from England on the		19 .

India Store Department invoice No. _____, dated _____ 19 ____.

[illegible]

No.

Forwarded to the

Office of the

19 .

(Signature)

(Designation) *1*

(See Art. 154, Account Code.)

No. 195.

88, Form No. S. Y. 102—

Delete this form.

Book of Account Forms, 1st Edn. (Rep.), No. 195, dated [the 2nd June 1941.]

on the Account with

Secretary of State
High Commissioner for _____ 19 .
Adjustable in England.
Adjustable in India.

Item No.	Particulars.	Received or paid in India in Indian Currency			Net amount credited or debited in the Account Current in British Currency.			Rate of Exchange
		Rs.	a.	p.	£	s.	d.	
	Total							
	Exchange debited (-) or credited (+).							
	Net amount credited or debited in the account current in Indian Currency.							

Forwarded to the Auditor General, New Delhi

Signature

Designation

The _____ 19 .

Delete this form

[Book of Account Forms, 1st Edn. (Rep.), No 197, dated the 2nd June 1941.]

[illegible]

Annual abstract statement forwarded with letter No. _____, dated _____, and date of acknowledgment of above, _____.

Broad Sheet of Foreign R. T. Receipts
Supply Bills

Issuing Province	Year of Issue.	Balance on 1st April.	ISSUES.												Total Issues.	Grand Total.
			April.	May	June.	July	August	Sept	October.	Nov.	Dec.	January.	February.	March	Mar 31	
India.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Madras.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bombay.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bengal.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
United Provinces.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Punjab.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Burma.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bihar and Orissa.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Central Provinces.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
N. W. P. Province.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Assam.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Total																

To continue below.

108-B.

or the year 19 -19 .

Issuing Province		PAYMENTS.												Total pay- ments.	Lapsed & credit- ed to Govt.	Balance on 31st March.	Grand Total.
Year of Issue.		April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec.	January.	February.	March.				
Assam.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Central Provinces	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bihar and Orissa	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Burma	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Punjab.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
United Pro- vinces.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bengal.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Bombay.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Madras.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
India.	19 -19																
	19 -19																
	19 -19																
	19 -19																
	Total .																
Total																	

To continue below.

Broad Sheet of Foreign R T. Receipts
Supply Bills

Issuing Province	Year of Issue.	Balance on 1st April.	ISSUES												Total Issues.	Grand Total
			April.	May	June.	July	August	Sept	October.	Nov.	Dec.	January	February.	March	May P.	
India.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Madras.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bombay.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bengal.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
United Provinces.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Punjab.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Burma.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Bihar and Orissa.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Central Provinces.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
N. W. P. Province.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Assam.	19	-19														
	19	-19														
	19	-19														
	19	-19														
	Total															
Total																

To continue below.

108-B.
or the year 19 -19 .

Issuing Province		PAYMENTS.												Year of Issue	April.	May.	June	July	August.	Sept.	October.	Nov.	Dec.	January	February	March	Mar. Finl.	Total pay- ments.	Lapsed & credit- ed to Govt.	Balance on 31st March.	Grand Total		
		India.				Madras.				Bombay.																							
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		19	-19			19	-19			19	-19			19	-19			19	-19			19	-19			19	-19						
		Total .				Total .				Total .				Total .				Total .				Total .				Total .				Total .			
Total																																	

To continue below.

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 201 dated the 2nd June 1941.]

Issuing office.	Year of Issue.	Balance on 1st April.	Issues.												Grand Total.	
			April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec.	January.	February.	March.		Mar. Ytd.
Detail Book figures.																
Indus.	{ Exchange Accounts Transfers.															
Madras.	{ Exchange Accounts Transfers.															
Bombay.	{ Exchange Accounts Transfers.															
Bengal.	{ Exchange Accounts Transfers.															
United Pro- vinces.	{ Exchange Accounts Transfers.															
Punjab.	{ Exchange Accounts Transfers.															
Burma	{ Exchange Accounts Transfers.															
Bihar and Orissa.	{ Exchange Accounts Transfers.															
Central Pro- vinces.	{ Exchange Accounts Transfers.															
Assam.	{ Exchange Accounts Transfers.															
Total.																
Difference if any																
The Amount of cash in hand.																

The amount of cancelled bills should be deducted in red ink.

Initials of Superintendent.

Initials of Superintendent, Book.

Initials of G. O.

[8]

Issuing Province.		Payments.														Grand Total.	
Year of Issue.		April.	May.	June.	July.	August.	Sept.	October.	Nov.	Dec.	January.	February.	March.	Mar. Fiscal.	Total payments.	Lapsed & credited to Govt.	Balance on 31st March.
Total as per Detail Book																	
Difference between Broad Sheet and Detail Book.																	
India {																	
Kaira {																	
Bombay {																	
Bengal {																	
United Provinces. {																	
Punjab {																	
Burma {																	
Bihar and Orissa. {																	
Central Provinces. {																	
Assam {																	

Amount of cancelled bills should be deducted in red ink

Initials of Superintendent.

Initials of Superintendent, Book.

Initials of G. O.

ge 100, Form No. S. Y. 109—

For the reference "(See Art. 489, Audit Code.)" at the top. sub
ee Para. 340, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.), No 202, dated the 2nd June 1941.]

on the

Date of issue of cheque.	Number of cheque.	Amount of cheque.	Date of issue of cheque	Number of Cheque.	Amount of cheque

S. Y. 110.

(See Art. 140, Note 2, Account Code.)

(To be printed on fool-cap folio.)

Preliminary Statement of Post Office Receipts and Payments for the month
of _____ 19 .

Treasury.	RECEIPTS.				PAYMENTS.
	Sale of ordi- nary postage Stamps.	Sale of Revenue stamps.	Sale of Ser- vice postage stamps.	Miscellaneous	Miscellaneous
TOTAL					

No.

Forwarded to the Deputy Accountant General, Posts and Telegraphs
concerned, with reference to Article 140, Note 2, Account Code.

tation _____

(Signature)

Dated _____ 19

(Designation)

S. Y. 110-A.

(To be printed on foolscap folio.)

(Obverse.)

No.

THE _____

No. 203.

Page 100, Form No. S Y. 110—

Substitute the following for this form —

S. Y. 110.

(See Art. 183, Note 2, Account Code, Vol IV.)

Preliminary statement showing the sale of Post Office stamps during the
month of 19 .

Treasury.	Ordinary postage (including air mail) stamps	Service Postage stamps.	Defence Savings stamps.	Remarks
Total				

No

Forwarded to the Deputy Accountant General, Posts and Telegraphs
with reference to Article 183, Note 2, Account Code, Vol IV

Station

(Signature).

Date..... 19

(Designation)

[Book of Account Forms, 1st Edn. (Rep.), No. 203, dated the 2nd June 1941]

For the reference "(See Art 244, Rule 4, Account Code.)" at the top substitute "(See Para. 308, Audit Manual)".

(Book of Account Forms, 1st Edn. (Rep.), No. 204, dated the 2nd June 1941.)

(To be printed on loose-leaf folio)

OFFICE OF THE

No. _____ Date _____
To _____
Sis, _____

I have the honour to inform you that the balance on _____ at credit of _____

is Rs. _____ as recorded in the accounts of Government and to request that if you accept this balance as correct, a certificate of agreement may be forwarded to this office as soon as possible. If the balance on your books differs from that shown in the Government accounts, a statement in the following form should be sent to this office:--

- (i) Balance of the fund as per Cash Book on 31st March of the previous year.
- (ii) Amount of uncashed cheques at the end of the previous year.
- (iii) Credits entered in the Cash Book in the previous year but actually paid into the treasury during the year under report.
- (iv) Balance of the fund as per Cash Book on 31st March of the year under report.
- (v) Amount of uncashed cheques at the end of the year under report.
- (vi) Credits entered in the Cash Book in the year under report, but actually paid into the treasury during the following year.

I request also that a certificate may be furnished to the effect that the fund has been fully utilised for the purposes for which it is intended and that its continuance is deemed expedient.

(Signature)

(Designation)

not be deleted when

OFFICE OF THE

No. _____ Date _____
To _____
Sis, _____

I have the honour to inform you that the balance on _____ at credit of _____

is Rs. _____ as recorded in the accounts of Government and to request that if you accept this balance as correct, a certificate of agreement may be forwarded to this office as soon as possible. If the balance on your books differs from that shown in the Government accounts, a statement in the following form should be sent to this office:--

- (i) Balance of the fund as per Cash Book on 31st March of the previous year.
- (ii) Amount of uncashed cheques at the end of the previous year.
- (iii) Credits entered in the Cash Book in the previous year but actually paid into the treasury during the year under report.
- (iv) Balance of the fund as per Cash Book on 31st March of the year under report.
- (v) Amount of uncashed cheques at the end of the year under report.
- (vi) Credits entered in the Cash Book in the year under report, but actually paid into the treasury during the following year.

I request also that a certificate may be furnished to the effect that the fund has been fully utilised for the purposes for which it is intended and that its continuance is deemed expedient.

I have the honour to be,

Sir,

Your most obedient servant;

(Signature)

(Designation)

(ii) In the heading of the last column for "XVI—Interest" substitute "XX—Interest".

[Book of Account Forms, 1st Edn. (Rep.), No. 205, dated the 2nd June 1941.]

Amount of Government Loan of Rs. to the made up
from 1st April 19 to 31st March 19

[illegible]

No. — — — , dated — — — — the — — — —

Forwarded to _____ with
a request that the certificate at foot may be signed and forwarded to this office,
the balance is accepted as correct.

(Signature)

(Designation)

No. _____, dated _____ the _____ 19 _____.

Certified that the balance of Rs. _____ on account of Government
loan of Rs. _____ granted to _____ shown as outstanding on
the 31st March 19 _____ in letter No. _____, dated _____ 19 _____, is
accepted as correct.

(Signature)

(Designation)

but

but

but

but

30

30

(Pa)

Acc

open

open

1

[illegible]

Compilation of Treasury Expenditure

District.	Opium expenditure.	Debt services.*	Debt Capital expenditure.	Other Central expenditure.	Deposits of district funds.	Loans by Central Government	Loans between Central and Provincial Governments. (a)	Other Central Debt and Remittances.	PROVINCIAL TRANSACTIONS.					Totals and Totals only.
									Ordinary expenditure. (b)	Loans by Provincial Government.	Loans between Central and Provincial Governments (c)	Other transactions. (d)	Total Provincial Transactions being total of columns 37 to 40.	
	30	31	32	33	34	35	36	37	38	39	40	41		
Total.														

* Interest on Government Preliminary Notes.

- (a) Loans granted by the Central Government to Provincial Government should be shown here.
- (b) All the deductions from bills which are recorded in Section I of Classified Abstracts should be included.
- (c) Repayment by the Provincial Government of loans granted by the Central Government should be shown here.
- (d) Construction of irrigation works not charged to Revenue.
 Outlays on waterways not charged to revenue.
 Permanent debt discharged by Provincial Government.
 Temporary " " " "

115—contd.

for the month of

19 .

Figures in Hundreds of Rupees.

[illegible]

14) See footnote (j) on page

Superintendent, _____ Section.

115—contd.

for the month of

19 .

Figures in Hundreds of Rupees

No. of the Statement	NAVY.	Military Engineer Services.	Military.	Railways.	Imperial Bank Deposits.	Closing Balance. (c)							Total expenditure including the interest on loans and the cost of advances Rs. in lakhs, and Rs. in as.	Balance of Revenue
2	43	44	45	46	47	48						49		50

(c) See footnote (f) on page

Superintendent, _____ Section.

S. Y. 116.

(See Art. 366, Account Code.)

(To be printed on foolscap folio.)

*Preliminary statement of receipts and disbursements at treasuries under
the for the month of 19 .*

(In thousands of Rupees)

Receipts.	Rs.	Disbursements.	Rs.
1.—Customs		27.—Opium Expenditure	
2.—Taxes on income		28.—Debt Services	
3.—Salt		29.—Debt and other Capital Expenditure not charged to Revenue	
4.—Opium		30.—Other Central Expenditure	
5.—Other principal heads of revenue		31.—Deposits of District Funds	
6.—Other Revenue		32.—Loans by Central Govern- ment	
7.—Total Central Revenue		33.—Loans between Central and Provincial Governments	
8.—Deposits of District Funds		34.—Other Central Debt and Remittance	
9.—Loans by Central Government		<i>Provincial Transactions—</i>	
10.—Loans between Central and Provincial Governments		35.—Ordinary Expenditure	
11.—Other Central Debt and Remittance		36.—Loans by Provincial Gov- ernments	
<i>Provincial Transactions—</i>		37.—Loans between Central and Provincial Gov- ernments	
12.—Land Revenue		38.—Other Transactions	
13.—Excise		39.—Total Provincial Tran- sactions	
14.—Stamps		40.—Posts and Telegraphs	
15.—Forest		41.—Defence Services	
16.—Other Revenue		42.—Railways	
17.—Loans by Provincial Government		43.—Imperial Bank Deposits	
18.—Loans between Central and Provincial Govern- ments		44.—Closing Balance	
19.—Other Transactions			
20.—Total Provincial Transac- tions			
21.—Posts and Telegraphs			
22.—Defence Services			
23.—Railways			
24.—Imperial Bank Deposits			
25.—Opening Balance			
26.—Total		45.—Total	

No.

Forwarded to the Controller of the Currency.

(Signature)

Dated the

19 .

(Designation)

(To be printed on foolscap paper)

OFFICE OF THE
No. _____, dated _____, 19__

OFFICE OF THE

No. _____, dated _____, 19__

Reply No. _____, dated _____, 19__

No. _____, dated _____, 19__

To THE

SIR,

I have the honour to inform you that the half-yearly instalment (as detailed in the margin) annual of Rs. _____ towards

Principal Rs. _____
Interest Rs. _____
Total Rs. _____

falls due on _____ local Treasury and should be paid into the Imperial Bank of India on that date. If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post.

I have, etc.,

G. O.

Copy forwarded to the Secretary and Treasurer, Imperial Bank of India, for information, with the request that he will credit the amount, when realised, as a distinct item in the Government Account at the Bank with a quotation of this memorandum in the entry, and if received at the Taluka Treasury show also therein the date of actual receipt of the amount.

A. G.

(Signature)

(Designation)

No. _____, dated _____, 19__

To THE

I have the honour to inform you that the half-yearly instalment (as detailed in the margin) annual of Rs. _____ towards

Principal Rs. _____
Interest Rs. _____
Total Rs. _____

falls due on _____ local Treasury and should be paid into the Imperial Bank of India on that date. If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

OFFICE OF THE
No. _____, dated _____, 19__

To THE

I have the honour to inform you that the half-yearly instalment (as detailed in the margin) annual of Rs. _____ towards

Principal Rs. _____
Interest Rs. _____
Total Rs. _____

falls due on _____ local Treasury and should be paid into the Imperial Bank of India on that date. If for any reason the amount cannot be paid on the due date, a special report should be sent to this office by return of post.

I have the honour to be,

SIR,

Your most obedient servant,

(Sd)

(Designation)

Copy forwarded to the Secretary and Treasurer,

Imperial Bank of India, for information, with the request that he will credit the amount, when realised, as a distinct item in the Government Account at the Bank with a quotation of this memorandum in the entry, and if received at the Taluka Treasury show also therein the date of actual receipt of the amount.

(Signature)

(Designation)

S. Y. 123.

(To be printed on fool-cap folio.)

Statement showing the actual Receipts and Expenditure of the
Survey
 Settlement operations for the month of _____ 19 .

RECEIPTS.				EXPENDITURE.				REMARKS
Districts.	Amount.			Districts.	Amount.			
	Rs.	a.	p.		Rs.	a.	p.	
Exchange Account Abstract I				Exchange Account Abstract I				
Exchange Account Abstract II				Exchange Account Abstract II				
Adjustment { Add . . .				Adjustment { Add . . .				
{ Deduct . . .				{ Deduct . . .				
GRAND TOTAL				GRAND TOTAL				

Memo of adjustment.

	Add.		Deduct.		Add.		Deduct.

No. _____

To _____ Section for information.

The _____ 19 .

Superintendent, Book Department.

S. Y. 123.

(To be printed on fool-cap folio.)

Statement showing the actual Receipts and Expenditure of the
Survey
Settlement operations for the month of _____ 19 .

RECEIPTS.				EXPENDITURE.				REMARKS
Districts.	Amount.			Districts.	Amount.			
	Rs.	a.	p.		Rs.	a.	p.	
Exchange Account Abstract I				Exchange Account Abstract I				
Exchange Account Abstract II				Exchange Account Abstract II				
Adjustment { Add . . .				Adjustment { Add . . .				
{ Deduct . . .				{ Deduct . . .				
GRAND TOTAL				GRAND TOTAL				

Memo of adjustment.

	Add.		Deduct.		Add.		Deduct.

No. _____

To _____ Section for information.

The _____ 19 .

Superintendent, Book Department

Statement of Balances on the Books of the Government of

on the 31st March 19

[illegible]

Page 119, Form No. S. Y. 128—

For the word "Province" at the top, substitute "Government".
 (Book of Account Forms, 1st Edn. (Rep.,) No 212, dated the 2nd June 1941.)

ALL AMOUNTS, UNLESS OTHERWISE STATED, IN POUNDS

Head						Credits.	Debits.	Net.
Accounts,	19	-19
"	19	-19
"	19	-19
"	19	-19
"	19	-19
Budget	19	-19
Eight months	19	-19
"	19	-19
Revised	19	-19
Budget	19	-19

Page 121, Form No. S. Y. 128-D.

(i) In line 2 of item (a) in para. 1 for "non-voted" substitute "charge non-voted".

(ii) In line 2 of item (b) in para. 1 for "dates of increment" substitute "rates and dates of increment".

[Book of Account Forms, 1st Edn. (Rep.). No. 214, dated the 2nd June 1941.]

Superintendent,

Section.

The... budget estimates for the year 19 , are sent herewith for checking the estimates proposed in Part I only relating to standing charges. Any alterations that are considered necessary, may be carefully noted, giving reasons in each case for the alterations proposed. The following points should, however, be specifically kept in view :—

- (a) The distribution of the provision under "Pay of Officers" and "Allowances, Honoraria," etc., between voted and ~~non-voted~~ ^{sanctioned} as proposed by the local officers should be carefully examined.
- (b) The number of sanctioned posts as well as their rates of pay ^{rates} and dates of increment should be carefully checked and stated in the body of the Budget Form, where necessary.
- (c) If the local officers have omitted from the budget any charge for which sanction exists, the budget heads and the amounts of provision necessary should be intimated.
- (d) Provision for fixed and recurring contingencies as also for fixed and permanent travelling allowance for which sanction exists should also be checked from Audit Register.
- (e) The revised estimate for each budget should show the pay and allowances payable to the officers during the last 6 months commencing from October and any variation noticed in the sanctioned pay and strength of the posts should be stated.
- (f) Provision for posts held in abeyance is not to be allowed.
- (g) If any orders are received in the audit section involving change in the figures under any head in the estimate already checked by it, the alteration to be made in the estimate should be immediately notified to the Budget Section.
- (h) It should be carefully noted that corrections should not be made in the original estimate and that any correction is found necessary, a separate sheet of paper

2. The estimates together with your review note should be returned to this Section within days after receipt

Superintendent, Budget Section

Certified that the... budget estimates have been duly checked as required. They are returned herewith the review note and... sheets of revised estimates required under clause (c) of paragraph 1 above.

Superintendent,

Section.

Dated, the

19

- (i) For the heading of column 5 substitute " Budget Allotment. "
(ii) In the heading of column 19, for " Budget Appropriation " substitute " Budget Allotment " .
(iii) For " Non-voted " in column 3 substitute " Charged/Non-voted " .
[Book of Account Forms, 1st Edn. (Rev.) No. 012]

[Took of Account Forms, 1st Edn. (Rep.), No. 313, dated the 2nd June 1941.]

[Book of Account Forms, 1st Edn. (Rep.), No. 313, dated the 2nd June 1941.]																											
in column 3 substitute "Charged/Non-voted".																											
1	2	3	4	5	6	7	8	9	10	11	12	13	14														
Non-voted-														December.	15	January.	16	February.	17	March.	18	Total.					
														Brief explanation for variation in the total from Budget Approval.													
														19													
														20													
														21													

Non-voted-

Voted

S. Y. 129-A.

Grant No.

Major Head and sub-head.	Final Grant or Appropriation.	Actual Expenditure.	Excess + saving →.	Net modification by re-appropriation, withdrawal or surrender.	Remainder: unadjusted + or —
1	2	3	4	5	6

No. 215.

Page 123, Forms Nos. S. Y. 129-A and 129-B.—

Delete these forms

[Book of Account Forms, 1st Edn. (Rep.), No. 215, dated the 2nd June 19

Name of grant	Amount of original grant	Modifications of grant (if any).	Progressive expenditure.	Remarks.
1	2	3	4	5

NOTE 1.—In column 1 show "voted" and "non-voted" separately for each grant.

NOTE 2.—The authority for modifications shown in column 3 should be quoted.

No. , dated

19 .

Forwarded to the Accountant General, Central Revenues, New Delhi.

Accountant General

S. Y. 129-A.

Grant No.

Major Head and sub-head.	Fiscal Grant or Appropriation.	Actual Expenditure.	Excess + saving —.	Net modification by re-appropriation, withdrawal or surrender.	Remainder: unadjusted + —.
1	2	3	4	5	6

No. 215.

Page 123, Forms Nos. S. Y. 129-A and 129-B.—

Delete these forms.

[Book of Account Forms, 1st Edn. (Rep.), No. 215, dated the 2nd June 11]

Name of grant.	Amount of original grant.	Modifications of grant (if any)	Progressive expenditure.	Remarks.
1	2	3	4	5

NOTE 1.—In column 1 show "voted" and "non-voted" separately for each grant.

NOTE 2.—The authority for modifications shown in column 3 should be quoted.

No. , dated

19 .

Forwarded to the Accountant General, Central Revenues, New Delhi.

Accountant General

Pages 124-125, Form No. S. Y. 130—

- (i) *Substitute* the following for the existing
 "Register of Commuted value of Pension"
 (ii) *Substitute* "pension" for "payment"
 (iii) *Substitute* "Government/Department"
 (iv) *Delete* the words "under Government"
 Resolution No. 55-C.S.R., dated the 14th
 column 7.
 (v) *For* the reference "[See Art. 190 of
 form, *substitute*" (See Rule 26 of Sec. B-
 Vol. I)".

[Book of Account Forms, 1st Edn. (Rep.), N

P. P. Q. No. of commutation	Full amount of pension	Amount of pension vice	Amount of pension under G. I. P. D. dated 14th June	Commuted value of	Amount of addition during the course	Month of Exchange which credit for received or afforded	Month of exchange which credit for pension received	REMARKS.

No. 217.

Pages 124-125, Forms Nos. S. Y. 130 and 131—

In the 3rd and 4th sub-columns under the main column substitute "Exchange Settlement Account" for "Exchange A

[Book of Account Forms, 1st Edn. (Rep.), No. 217, dated the 2nd July

Commuted value of pension debited.	Amount of	Month of Exchange	Month of Exchange Account through which credit for the additional pension received or afforded	REMARKS.

(crown lengthwise)

ble by the

131.
S. T. 130.)

S. Y. 130.)

Commuted value of pension debited	Amount of additional pension paid during the conventional year.	Month of Exchange Account through which credit for commuted value received or afforded	Month of Exchange account through which credit for the additional pension received or afforded.	REMARKS.
---	--	---	---	----------

Pages 124-125, Form No. S. Y. 130—

- (i) *Substitute* the following for the existir
 “Register of Commuted value of Pension”
 (ii) *Substitute* “pension” for “payment”
 (iii) *Substitute* “Government/Department”
 (iv) *Delete* the words “under Government”
 Resolution No. 55-C.S.R., dated the 14th
 column 7.

(v) *For* the reference “[See Art. 190 (2)
 form, *substitute* “(See Rule 26 of Sec. B-
 Vol. I)”.

[Book of Account Forms, 1st Edn. (Rep.). N

P. P. O. No. place of commencing	Full amount of pension	Amount of pension vice	Amount of addition under G. I. P. D. dated 14th Jan	Commuted value of	Amount of addition during the course	Month of Exchange which credit for received or afforded	Month of exchange which credit for pension received	Remarks.

No. 217.

Pages 124-125, Forms Nos. S. Y. 130 and 131—

In the 3rd and 4th sub-columns under the main column *substitute* “Exchange/Settlement Account” for “Exchange A.

[Book of Account Forms, 1st Edn. (Rep.), No. 217, dated the 2nd Jan

Commuted value of pension debited	Month of Exchange	Month of Exchange Account through which credit for the additional pension received or afforded.	Remarks.
	afforded.		

He by the

S. Y. 130)

Commuted value of pension debited.	Amount of additional pension paid during the conventional year.	Month of Exchange Account through which credit for commuted value received or afforded.	Month of Exchange account through which credit for the additional pension received or afforded.	REMARKS.

1

but

No.	
-----	--

Page 128, Form No. S. Y. 135—

For the reference "Art. 325 (c), Audit Code" occurring at the top and body of the form, substitute "Para 152 (c), Audit Manual".

[Book of Account Forms, 1st Edn. (Rep.), No. 221, dated the 2nd June 1941.]

Office of the _____

No. _____ Dated _____ the _____ 19

From

The _____

To

The _____

Sir,

With reference to your ^{letter} _{endorsement} No. _____, dated the

_____, forwarding the pension papers of

_____, I have

the honour to inform you that a Pension Payment Order has been issued in

his favour on the _____ treasury, and to

request that you will be so good as to enter in your register Rs. _____

being the commuted value of his pension as debit against the Government

of _____ [Article

325 (c), Audit Code]

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature).

(Designation.)

No. 222.

Page 129, Form No S. Y 136—

For the reference "A1-328, Audit Code" occurring at the top of the form,
 substitute "Para. 168, Audit Manual".

[Book of Account Form, 1st Edn. (Rep.), No. 222, dated the 2nd June 1941.]

THE

SIR, The _____ having in _____ letter No. _____
 dated _____ sanctioned the grant of a _____
 pension of Rs. _____ per month to _____
 I have the honour to request that you will be so good as to forward to
 this office their descriptive roll * together with their left-hand
 thumb and finger impressions so as to enable me to issue a P. P. O in
 their favour.

* Name of payee.
 Sect or caste.
 Father's name.
 Residence.
 Date of birth.
 Height.
 Personal marks of identification.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation)

(law sec.)

No

OFFICE OF THE

_____ dated _____ 19 ____

40

THE

SIR, The _____ having in _____ letter No. _____
 dated _____ sanctioned the grant of a _____
 pension of Rs. _____ per month to _____
 I have the honour to request that you will be so good as to forward to
 this office their descriptive roll * together with their left-hand
 thumb and finger impressions so as to enable me to issue a P. P. O in
 their favour.

* Name of payee.
 Sect or caste.
 Father's name.
 Residence.
 Date of birth.
 Height.
 Personal marks of identification.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation.)

Page 130, Form No. S. Y. 137—

For the reference "Art. 331 (b), Rule 1, Audit Code" at the form, substitute "Rule under Para. 155, Audit Manual".

[Book of Account Forms, 1st Edn. (Rep) No. 223, dated the 2nd June 1941.]

OFFICE OF THE

dated 19

No.

FROM

THE

TO

THE TREASURY OFFICER,

SIR,

With reference to Pension Payment Order No. , dated

issued on your Treasury in favour of

, I have the honour to state that his pay certificate having been received from the payment of his pension should be made with effect from and that my note on the Pension Payment Order that "no payment should be made until the last pay certificate is produced," may now be considered cancelled.

I have the honour to be,

SIR,

Your most obedient servant.

(Signature).

(Designation).

Pages 131-32, Form No S. Y. 133—

Delete this form.

[Book of Account Forms, 1st Edn (Rep) No. 224, dated the 2nd June 1941.]

(Obverse.)

OFFICE OF THE

No. _____ Dated _____ the _____

THE

THE TREASURY OFFICER, _____

I have the honour to request that you will be so good as to arrange payment from the Treasury of the sum of Rs. () to less income Tax of Rs. , being the amount of Gratuity due to him in letter No. dated from the . The particulars regarding his identification are stated below :—

Date of birth.	Father's name	Personal marks of Identification.	Height.	Race, Sect and Caste.	Residence showing Village and Pargunnah
			ft m.		

2. The gratuity is chargeable to _____

N.B.—The date of payment may please be intimated to this office as soon as a gratuity chargeable to Local Fund is paid.

3. The acquittance of the grantant, unless he is exempted by rule or special orders of the Local Government from personal appearance, should be taken on the reverse of this order, with a one-anna receipt stamp if necessary.

4. The service book herewith returned should be made over to the grantant and he should be informed of the issue of this order directed to appear at the Sub-Treasury to receive payment of his gratuity.

5. Please acknowledge receipt of this Order.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Page 130, Form No. S. Y. 137--

For the reference "Art. 331 (b), Rule 1, Audit Code" at the top of the form, substitute "Rule under Para. 155, Audit Manual".

(Book of Account Forms, 1st Edn. (Rep) No. 223, dated the 2nd June 1941.)

OFFICE OF THE

dated 19

No. _____

FROM

THE

TO

THE TREASURY OFFICER,

SIR,

With reference to Pension Payment Order No _____, dated _____

issued on your Treasury in favour of _____

, I have the honour to state that his

pay certificate having been received from the _____

payment of his pension should be made with effect from _____

and that my note on the Pension Payment Order that "no payment should

be made until the last pay certificate is produced," may now be considered

cancelled.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature).

(Designation).

Pages 131-32, Form No S. Y. 138—

Delete this form.

[Book of Account Forms, 1st Edn (Rep) No 224, dated the 2nd June 1941.]

(Obverse.)

OFFICE OF THE

No. _____ Dated _____ the _____

THE

THE TREASURY OFFICER, _____

I have the honour to request that you will be so good as to arrange payment from the Treasury of the sum of Rs. () less income Tax of Rs. _____ to _____, being the amount of Gratuity due to him in letter No. _____ dated _____ from the _____.

The particulars regarding his identification are stated below :—

State of birth.	Father's name.	Personal marks of Identification.	Height.	Race, Sect and Caste.	Residence showing Village and Pargunnah
			Ft. in.		

2. The gratuity is chargeable to _____

N.B.—The date of payment may please be intimated to this officer as soon as a gratuity chargeable to Local Fund is paid.

3. The acquittance of the grantant, unless he is exempted by rule or special orders of the Local Government from personal appearance, should be taken on the reverse of this order, with a one-anna receipt stamp if necessary.

4. The service book herewith returned should be made over to the grantant and he should be _____ informed of the issue of this order _____ directed to appear at the _____ Sub-Treasury, _____ to receive payment of his gratuity.

5. Please acknowledge receipt of this Order.

I have the honour to be,
Sir,
Your most obedient servant,

(Signature)

(Designation)

(Reverse.)

~~Received Payment~~~~(Signature with designation and thumb impression.)~~~~(For use in the ACCOUNTS GENERAL & OFFICE)
Payments for the 1st Schedules.
2nd~~~~Rs.~~~~45, Superannuation Allowances and Pensions~~~~Gratuities Rs.~~~~Admitted Rs.~~~~Auditor~~~~A. A. O.
A. A. G.~~

Page 133, Form No. S. Y. 139—

For the reference "Art. 341, Rule 1, Audit Code" at the top of the form substitute "Para. 164, Rule, Audit Manual".

[Book of Account Forms, 1st Edn (Rep) No 225, dated the 2nd June 1941.]

(Reverse).

To be returned within a week with reply noted on right hand margin,

OFFICE OF THE

REPLY.

dated 19

No.

dated

No

To

The

THE TREASURY OFFICER,

Returned with report noted against each item of Memo. on the reverse.

Please refer to Memo. on the reverse showing the gratuities remaining unpaid at your treasury, and ascertain and report the cause of the non-appearance of the grantants.

(Signature)

(Signature)

(Designation)

(Designation)

(Reverse.)

Memo. showing the gratuities remaining undrawn.

Number and Date of the Payment Order.	Name of the grantant.	Amount of gratuity.		Explanation of the Treasury Officer, with report as to the cause of non-appearance of each grantant.
		Rs.	A. P.	

Page 134, Form No. S. Y. 140—

For the word "pensioner" occurring in line 2 of the body of the form substitute "Pensioners".

[Book of Account Forms, 1st Edn. (Rep) No. 226, dated the 2nd June 1941.]

No.....

Office of the

Dated.....the.....19

To

with the prescribed rules for the identification
attendance at this office is due before

Signature.....
(Designation).....

No. 227.

Page 134, Form No. S. Y. 140-A.—

For the column 3 "Monthly amounts".

[Book of Account Forms, 1st Edn. (Rep) No. 227]

PART

Pensions exceeding Rs.

, but not exceeding Rs.

, a month.

No. of P. I. O.	Name of pensioner	Amount of Pension	Are list birthday.	REMARKS.
		R. a p		

(i) For the reference "Art. 348, Audit Code" at the top of the form substitute "Para 171, Audit Manual"

(ii) For the words "attest" and "on" occurring in lines 1 and 2 of the body of the form, substitute "test" and "at" respectively.

[Book of Account Forms, 1st Edn (Rep) No. 228, dated the 2nd June 1941.]

— — — — — as regular column.

OFFICE OF THE

No. Pn. dated , the 19

THE

REPLY

No.

Dated the 19

To

THE

MEMO.

MEMO.

Please attest by special enquiries and return to this office, on an early date the names of the undermentioned who are above 70 years of age :

No. of P. O.	Date of birth,	Name.	Result of enquiry

(Signature)

(Designation)

(Signature)

(Designation)

Page 134, Form No. S. Y. 140—

For the word "pensioner" occurring in line 2 of the body of the form, substitute "Pensioners".

[Book of Account Forms, 1st Edn. (Rep) No. 226, dated the 2nd June 1941.]

No.....

Office of the

Dated.....the.....19

To

.....

.....

Please note that, in accordance with the prescribed rules for the identification of pensioners, your personal attendance at this office is due before you draw your next pension bill.

Signature.....

(Designation).....

No. 227.

Page 134, Form No. S. Y. 140-A.—

For the column 3 "Monthly amounts".

[Book of Account Forms, 1st Edn. (Rep) No. 22

PART

Pensions exceeding Rs.

, but not exceeding Rs.

, a month.

No of P. P. O.	Name of pensioner	Amount of monthly pension	Age last birthday.	REMARKS.
		R. a p		

S. Y. 146.

(See Art. 914 C. S. R.)

(To be printed on fool-cap quarto)

OFFICE OF THE

No. _____

Dated _____ 19__

FROM

THE _____

To

THE _____

Sir,

I have the honour to forward, for orders, an application for

 _____ on behalf of _____

_____ received
 from the _____
 with his letter No. _____, dated _____.

2. The report required from this office, and the papers
 (specified below) connected with the application, are also for-
 warded.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

Specification of papers transmitted herewith.

No. and date. of from whom.	To whom.	No. and date.	From whom.	To whom.

S. Y. 145.

[Sec Art. 822 (a), C. R. S.]
(To be printed on fool-cap quarto)

OFFICE OF THE _____

No. _____, dated _____ the _____ 19____

FROM THE _____

To THE _____

SIR,

I have the honour to request that you will be so good as to forward the Service Book of _____

who has been ^{transferred to}_{reverted from} Foreign Service under Orders contained in the _____to enable this office to insert the note required by ^{Art. 822 (a)}_{subsidiary rule} of the C. S. R. framed by the Government of _____

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(2nd page.)

Calculation of Average Emoluments and Pension.

to

at Rs.

(3rd page.)

PRECIS.

No. _____, dated _____ from the _____ submitting
to _____ through this office an application for Pension of
the officer named below :—

Age at entry _____
Age at retirement _____
Age at birth _____
Age at entry _____
Age at retirement _____

Total service, viz., from

to

Deduct.

1. Service before attaining

the age of { 18 (Inferior)
18 (Police)
20 (Superior) } years

2. Service in inferior grade

3. Period of leave with allowance in excess of

one years
two

4. Do. without allowances

5. Do. irregularly granted

6. Period of service not verified

7. Absence prolonged after end of leave

8. Non-qualifying service

9. Absence without leave

10. Service after date of retirement

11. " " " "

12. " " " "

13. " " " "

Yrs. Ms. Ds.

Yrs.

Ms.

Ds.

Net Service

Particulars of orders regarding suspension, breaks, etc., with reference to papers
By whom pronounced and

Cause of grant of invalid certificate } vide page _____ of the pension papers.
When issued.

Average emoluments _____ vide calculation on page 2 of this form.

Amount of { Pension } _____ vide calculation on page 2 of this form.
Gratuity

Articles applicable to the case

Up to what date paid

Where payable

Chargeable to

NOTE.—In the case of the Indian Civil Service and other officers in whose case there is
no form of application for pension, details regarding "periods of military service" and
"Governments under which service has been rendered in order of employment" shall be
recorded on this page.

1st. Page

- (i) Substitute "debtiable" for "chargeable" in line 7 of the certificate.
 (ii) In lines 7--8 of the certificate, for "Central" Provincial Revenues" and
 " Voted " substitute "Central Government" and " Voted " respectively
 Non-voted charge/non-voted

3rd page.

(i) For the word "officer" occurring at the top, substitute "Government servant".

(ii) For the word "Chargeable" in the last item, substitute "Debtiable".

(iii) In the seventh line from the bottom for "invalidated" substitute "invalid".

[Book of Account Forms, 1st Edn. (Rep.) No. 229, dated the 2nd June 1941.]

San Date From Dist Date

Certificate and Report of the _____
 No. _____, dated _____ 19 ____.

CERTIFIED that (subject to the remarks recorded below) qualifying service of late

In _____ grades has been duly proved for _____ years _____ months and _____ days; and that a
 pension not exceeding _____ per annum is admissible under Articles _____ of the Civil Service
 Regulations. The calculations have been duly verified. The pension gratuity is chargeable to _____

Revenues in the following manner, is _____ and will commence from _____

As the date of application is later than the date of retirement the pension, may commence from the date of application or from _____ the date of retirement according as the sanctioning authority directs under Article 830, Civil Service Regulations. Attention is invited to Article 470, of the Civil Service Regulations.

Reporter,

Supdt.

A. A. O.

A. O.

It rests with the sanctioning authority to determine whether the medical certificate of the applicant signed by a single Medical Officer and sent in support of the application should be accepted, or whether the applicant should be required to appear before a medical committee in terms of Article 142 (d), Civil Service Regulations.

The attention of the sanctioning authority is invited, with reference to the entry in para 8, page 2, of this form and to the date of enrolment according to the service roll to the written statement of the applicant and the testimony of his contemporary employee (Vide annexure 1). The admission or rejection of the service from _____ will depend upon the value attached to the evidence therein afforded.

Tn

(2nd page.)

Calculation of Average Emoluments and Pension.

to

此致 敬啟者，

(3rd pa. c.)

PRECIS.

No. _____, dated _____ from the _____ submitting
to _____ through this office an application for ^{Pension} Gratuity of
the officer named below :—

document

s of Birth:

at entry

at retirement

al service, viz., from

to

Deduct.

Service before attaining

the age of $\left\{ \begin{array}{l} 16 \text{ (Inferior)} \\ 18 \text{ (Police)} \\ 20 \text{ (Superior)} \end{array} \right\}$ years

Services in interior grade

. Period of leave with allowance in excess of

one years.

Do, without allowances

No. Irregularly granted

Period of service not verified

- Absence prolonged after end of leave

4. **Non-qualifying service**

• Absence without leave

1. Service after date of Medical Certificate

• Period of suspension

Temporary service

1. Period out of employment

Net Service

articulars of orders regarding suspensions, breaks, etc., with reference to papers

By whom pronounced and

case of grant of invalid certificate

"then ~~in~~ isolated

verage emmentale

amount of $\left\{ \begin{array}{l} \text{Pension} \\ \text{Gratuity} \end{array} \right\}$

rules applicable to the case

to what date paid

There payable

be able to --

NOTE.—In the case of the Indian Civil Service and other officers in whose case there is no form of application for pension, details regarding "periods of military service" and Governments under which service has been rendered in order of enumeration "shall" be recorded on this page.

(4th page.1

A full statement of leaves taken. [For exercising the check prescribed in Article 323 (c), Audit Code.]

[illegible]

Details of the methods of service verification.

Office to which attached	Period, from To	How verified.	Reference to page in bundle	Remarks, specially explaining why service in other than Government offices treated as qualifying.

February 1933)

For "invalidating" in line 1 of para. 3 substitute "invaliding".

[Book of Account Forms, 1st Edn. (Rep) No. 229, dated the 2nd June 1941.]

- Cap 12137

Office of the

No. Pen.Dated the 19

MEMORANDUM.

With reference to his letter No. dated
 forwarding the Pension papers of
Gratuity
 late
 the is informed
 that
 of Rs.

 per mensem has been found
 admissible and that a Pension Payment Order is being issued to
Gratuity
 the Treasury Officer, for
 payment of the Pension to the applicant who should be instructed
Gratuity
 to appear at the Treasury to receive
 payment.

2. It is assumed that the medical certificate invalidating
 the applicant, granted by the
 has been accepted by the
 with reference to Article 442 of the Civil Service Regulations.

3. The recovery of the leave allowances amounting to
 Rs. overdrawn by the applicant in res-
 pect of the irregular grant of the
 leave from to
 has been waived under Article 323 (c) of the Audit Code.

4. The Pension papers are herewith returned with the
Gratuity
 exception of the applicant's last-pay certificate and the copy of
 the first page of the application which have been retained in
 this office.

(Signature)

(Designation)

To

S. Y. 149.

(See Art. 925, C. S. R.)

(To be printed on foolscap folio.)

Office of the _____

*Report on the application for an anticipatory pension under
Article 925, Civil Service Regulations.*

1. Name of applicant _____
2. Last employment _____
3. Qualifying service proved for _____
4. Amount of anticipatory pension recommended for sanction
as per calculation on the reverse _____

5. Date from which the pension is to commence _____
6. Place of payment _____
7. Other remarks (if any) _____

*Reporter.**Senior Accountant* _____

Sanctioned.

(Signature)

(Designation)

No. and date of the Anticipatory Pay order . _____

Treasury on which issued . . . _____

Senior Accountant _____

S. Y. 150.

(See Art. 925 (a), C. S. R.)

(To be printed on fool-cap quarto.)

OFFICE OF THE _____

No. _____, dated _____ 19 .

FROM THE _____

To THE _____

SIR,

With reference to your ^{letter}_{enrolment} No. _____ dated the _____

, I have the honour to state that orders for the payment of an anticipatory pension to _____ will be issued on receipt of the enclosed form of declaration duly signed by ^{you}_{h.m} together with ^{your}_{his} last-pay certificate and the following particulars for ^{your}_{his} identification :—

- (a) Race, sect and caste.
- (b) Residence.
- (c) Date of beginning and end of service.
- (d) Place of payment.
- (e) Height.
- (f) Personal marks of identification.
- (g) Left hand thumb and finger impressions on a separate slip of paper.

2. If ^{you}_{the applicant} ^{have}_{has} retired on production of a medical certificate, a copy of it also should be enclosed.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

In the case of European ladies, gazetted Government servants, Government title holders and other persons who may be specially exempted by Government, thumb and finger impressions and particulars of height and personal marks are not required.

S. Y. 151.

(See Art. 925 (a), C. S. R.)

(To be printed on foolscap quarto.)

DECLARATION.

Whereas the _____

has consented, provisionally, to advance to me the sum of Rs. (_____)

a month in anticipation of the completion of enquiries necessary to enable me to ascertain the amount of my Pension, I hereby acknowledge that, in so doing, I fully understand that my Pension is subject to revision on the ground that the completion of necessary formal enquiries, and to such revision on the ground that the provisional Pension now to be paid to me exceeds the Pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the Pension to which I may be eventually found entitled.

Dated _____

Signature with Designation. _____

No. 231.

Page 144, Form No. S. Y. 151-A.—

For "193" substitute "19 _____", wherever it occurs in the form

[Book of Account Forms, 1st Edn. (Rep) No. 231, dated the 2nd June 1911.]

193

Subject :—Pension papers of Mr _____

Sir,

I have the honour to invite a reference to your letter No. _____

dated the _____

Pension to Mr. _____

regarding the grant of a provisional

and to enquire when I may expect to

receive his final pension papers for report in this office.

In this connection, attention is invited to Articles 929-30, Civil Service Regulations, duly completed as intimated in the _____

2. The cause of delay in the submission of the pension papers should also be explained.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 152.

(See Art. 938, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

No. — , dated — , the — 19 .

FROM

THE

TO

THE

SIR,

I have the honour to forward a copy of Memo. No. — , dated the — 19 , from the — sanctioning a — Pension Gratiuity of Rs. () a month @ — late a —

— together with a copy of the 8th page of the application for Pension Gratiuity a card bearing his left hand thumb and finger impressions and a Last-Pay Certificate, and to request that you will be so good as to arrange for the payment of his Pension Gratiuity at the rate mentioned above from the Treasury at — with effect from the — 19 . The checks prescribed in Article 938, Civil Service Regulations, have been exercised.

2. The Pension Gratiuity is debitable to —
3. No portion of the pension has been commuted
4. A sum of Rs. — out of the original pension has been commuted.
5. I enclose acknowledge receipt of the documents

I have the honour to be,
SIR,
Your most obedient servant,

(Signature)
(Designation)

Enclosures.

(1) Copy of the memo of sanction.

(2) Copy of 1st page of application for Pension Gratiuity

(3) Last-Pay Certificate.

(4) Left hand thumb and finger impressions card.

Copy forwarded for information to — with reference to his application dated, the — 19 .

Copy forwarded to — for information.

(Signature)
(Designation)

Page 147, Form No. S. Y. 154—

For the words "disbursing officer's half" occurring in line 11 of the body of the letter, substitute "disburser's half."

[Book of Account Forms, 1st Edn. (Rep) No. 232, dated the 2nd June 1941.]

(to be printed on foolscap folio)

OFFICE OF THE _____

No. _____

Dated _____

, the _____ 19 _____

FROM

THE _____

T

THE TREASURY OFFICER,

SIR,

I have the honour to forward herewith P. P. O. No. _____ in favour of _____

late _____

for Rs. _____

the pensioner's signature on the slip bearing the left hand thumb and finger impressions of the pensioner is also enclosed

_____ per mensem and to request that be made over to him after obtaining his signature after you have satisfied yourself of both halves as they are made. The

Please acknowledge receipt.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

No. _____

Dated _____

Copy forwarded to _____

_____ for information with reference to his letter No. _____, dated _____ 19 _____, with the request that the pensioner may be directed to appear before the Treasury Officer, _____ to receive payment. The enclosures of the above letter which are no longer required are herewith returned.

(Signature)

(Designation)

S. Y. 155.

(See Art. 950, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE _____

No. _____, dated _____, the _____ 19 .

FROM

THE _____

To

SIR,

With reference to your _____, No. _____, dated _____, returning both halves of Pension Payment Order No. _____, issued in favour of _____

late _____, for transfer of the payment of his pension to the _____ Treasury, I have the honour to invite your attention to Article 950 of the Civil Service Regulations and to request that you will be so good as to state the circumstances under which the transfer has been applied for. This information should always be furnished with applications for transfer.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 156.

(See Art. 951, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. _____, dated _____ 19 .

FROM

THE

To

THE

SIR,

I have the honour to forward herewith both halves of a Pension Payment Order No. _____, dated the _____ 19 , in favour of _____

a Government pensioner, duly ^{cancelled}_{erased}, and to request that you will please arrange for payment of the pension of Rs. _____ per mensem from the _____ Treasury with effect from _____.

2. No portion of the pension has been commuted

A sum of Rs. _____ out of the original pension has been commuted.

3. The pension is debitable to _____

4. For further particulars please see the reverse.

5. Please acknowledge receipt of the Pension Payment Order.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded for information to _____ Government pensioner _____, with reference to his application dated the _____.

(Signature)

(Designation)

Reverse of S. Y. 156.

- (i) Date of commencement of pension (original).
- (ii) Total period of Military Service (in years, months and days).
- (iii) Date of commencement and end of each period of Military service.
- (iv) Government under which service has been rendered in order of employment.

S. Y. 155.

(See Art. 950, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE _____

No. _____, dated _____, the _____ 19 _____

FROM

THE _____

To

SIR,

With reference to your _____, No. _____, dated _____
 _____, returning both halves of Pension Payment Order
 No. _____, issued in favour of _____
 late _____

for transfer of the payment of his pension to the _____
 Treasury, I have the honour to invite your attention to Article
 950 of the Civil Service Regulations and to request that you
 will be so good as to state the circumstances under which the
 transfer has been applied for. This information should always
 be furnished with applications for transfer.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 156.

(See Art. 951, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. _____, dated _____ 19 .

FROM

THE

To

THE

SIR,

I have the honour to forward herewith both halves of a Pension Payment Order No. _____, dated the _____ 19 , in favour of _____

■ Government pensioner, duly ^{canceled}_{entailed}, and to request that you will please arrange for payment of the pension of Rs. _____ per mensem from the _____ Treasury with effect from _____.

2. No portion of the pension

A sum of Rs. _____

3. The pension is _____

4. For further particulars please see the reverse.

5. Please acknowledge receipt of the Pension Payment Order.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded for information to _____ Government pensioner _____, with reference to his application dated the _____.

(Signature)

(Designation)

Reverse of S. Y. 156

- (i) Date of commencement of pension (original).
- (ii) Total period of Military Service (in years, months and days).
- (iii) Date of commencement and end of each period of Military service.
- (iv) Government under which service has been rendered in order of employment.

For the term "Collector's half" occurring in line 4 of the body of the letter, substitute "Disburser's half."

[Book of Account Forms, 1st Edn. (Rep) No. 233, dated the 2nd June 1941.]

[See Art. 951 (a), C. S. R.]

(To be printed on fool-cap quarto.)

OFFICE OF THE _____

Dated _____, the _____ 19 .

No. _____

FROM

THE _____

TO

THE _____

SIR,

Pensioner _____

who has hitherto drawn his pension from your Treasury having applied for transfer of payment of his pension to the _____

Treasury, I have the honour to request that ^{both halves} ~~Collector's half~~ of his

Pension Payment Order No. _____ may be returned to this Office or necessary action.

I have the honour to be,

SIR,

Your most obedient servant,

Signature _____

Designation _____

S. Y. 159.

(See Art. 959, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. _____ Dated _____ the _____ 19 .

FROM

THE

TO

THE TREASURY OFFICER,

The _____ having
 sanctioned the grant of a _____ pension of Rupees ()
 _____ per mensem to _____

(deceased), late _____, I have the honour to request
 that you will be so good as to pay the arrears of the pension
 due from the _____ to the _____ to the ^{heirs}_{heir} of the
 deceased after you have satisfied yourself of ^{their}_{his} identity and
 claim.

A copy of the first page of the application for pension of
 the deceased is herewith enclosed for information.

I have the honour to be,

SIR,

Your most obedient servant.

(Signature)

(Designation)

S. Y. 160.

(See Arts. 959-960, C. S. R.)

(To be printed on foolscap folio.)

ARREARS OF PENSION DUE TO DECEASED PENSIONERS.

The following documents are required :—

- (1) _____ of arrears.
- (2) _____
- (3) _____ stamped and signed.
- (4) A certificate of death specifying the exact date of death.

[NOTE.—This certificate should be given by the doctor who attended the deceased or by a Minister of Religion or by a Magistrate or Justice of the Peace or any Gazetted Officer. It may also be a duly attested extract from the Register of Deaths.]

- (5) An indemnity bond or, if the pensioner has left a Will the Probate of the Will should be produced, but in the case of arrears not in excess of Rs. 500, a heirship certificate signed by a Magistrate or a Justice of the Peace in the following form will suffice :—

" I do hereby certify that Mr. _____
a Government pensioner, died at _____
on the _____ leaving behind
him _____

_____ as his sole surviving legal heirs and representatives."

Date

[NOTE.—The two sureties who sign the indemnity bond should be Government servants in receipt of at least Rs. 100 per month or any other approved persons.]

The above papers carefully filled in should be brought to the Pension Department of the Accountant General's Office in lieu of which a brass token will be handed over to the presenter of the papers. The payment of the arrears if found in order will be made the following day.

The papers should on no account be sent through Post.

No.

Forwarded to
for information and guidance with reference to his letter,
dated _____

OFFICE OF THE _____ } Signature _____
The _____ 19 . } Designation _____

Page 153, Form No. S. Y. 161—

Delete the word "No." at the bottom of the form and for the word "Enclosure" read "Enclosures".

[Book of Account Forms, 1st Edn. (Rep) No. 234, dated the 2nd June 1914.]

(To be printed on fool-cap quarto)

OFFICE OF THE

No. _____, dated _____ 19 .

FROM

THE

To

THE TREASURY OFFICER.

SIR,

I have the honour to forward a copy of ^{Docket}/_{Letter} No. _____, dated _____ 19 , from the Treasury Officer _____, together with both halves of Pension Payment Order No. _____ in favour of _____ (deceased) and other papers concerning the deceased, and to request that you will be so good as to arrange for the payment from the _____ Treasury of the arrears of the pension at Rs. _____ per mensem due from _____ to _____ to the ^{heir}/_{heir} of the deceased pensioner after you have satisfied yourself of ^{his}/_{their} identity and claim.

2. The Pension Payment Order (both halves) should be returned to this office after the payment has been made and noted on the reverse thereof

I have the honour to be,

SIR,

Your most obedient servant,

Enclosure No. _____

(Signature)

(Designation)

S. Y. 162.

(See Art. 960, C. S. R.)

(To be printed on foolscap folio)

GUARANTEE FOR DRAWING ARREARS OF PENSIONS DUE TO DECEASED PENSIONERS.

In the event of _____
being permitted to draw the arrears of pension amounting to
Rs. _____ (in words Rs. _____
_____) from the _____ to the _____
due to the late _____

P. P. O. No. _____ who died on the _____ we
hereby jointly and severally engage to refund the amount in case
the validity of the claim be hereafter questioned by any other
parties and to hold the Government harmless and indemnified
against any claim on account of such refund. We further certify
that the bill has been signed by the heirs and that the pensioner
died intestate.

Signature of Surety No. I.

Surety's occupation and address.

Signature of witness to Surety No. I.

Occupation and address of witness.

Signature of witness to Surety No. I.

Occupation and address of witness.

Signature of Surety No. II.

Surety's occupation and address.

Signature of witness to Surety No. II.

Occupation and address of witness.

Signature of witness to Surety No. II.

Occupation and address of witness.

The _____ 19 _____

Page 155, Form No. S. Y. 163—

(i) For the reference "Art. 362, C.S.R." wherever it occurs in the form, substitute "Para. 174, Audit Manual".

(ii) Substitute the following for para. 3 of the form :—

"The pension is voted/charged (non-voted) and is debitable as follows :—

Central Government	Civil	Head of Account.
	Railways	
	P & T	
	Defence	

Crown Representative.

Government of.

(Book of Account Forms, 1st Edn. (Rep) No. 235, dated the 2nd June 1941]

THE HIGH COMMISSIONER FOR INDIA.

LONDON.

IR,

In accordance with Article 962 of the Civil Service Regulation^{No. of Enclosures.}, I have the honour to forward a copy of letter No. _____ dated _____ 19 _____, of the Government of _____

in the _____ Department, sanctioning a _____ pension of Rs. (_____)

month to _____ late _____.

I forward also a copy of the first page of his application for pension and request that you will be so good as to arrange for the payment of the pension from the Home Treasury, London, with effect from the _____ 19 _____.

2. The Pensioner's Last-pay Certificate is _____ ^{also herewith sent.} _{not sent as he is in England on leave.}

3. The pension is a $\frac{\text{Voted}}{\text{Non-Voted}}$ charge and is debitable as follows

Central Revenues

Provincial Revenues

I have the honour to be,

SIR,

Your most obedient servant.

(Signature)

(Designation)

For the reference "Art' 970, C.S.R., wherever it occurs in the form" substitute "Para. 178, Audit Manual".

(Book of Account Forms, 1st Edn. (Rep.) No. 236, dated the 2nd June 1941.)

(use Art. 970, C. S. R.)

(To be printed on foolscap quarto.)

OFFICE OF THE

No. _____ dated the _____ 19 ____

To

THE HIGH COMMISSIONER FOR INDIA,

LONDON.

SIR,

I have the honour to forward herewith the duplicate copy of Warrant No. _____ of 19 __, issued in favour of _____ pensioner. The information required under Art. 970, Civil Service Regulations, is given below.

1. Whether the pensioner is already on leave in the Colony.
2. Date of his retirement.
3. Date of leaving India.
4. Date of Birth.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 165.

(See Art. 974, Note 1, C. S. R.)

(To be printed on foolscap quarto.)

(Obverse)

OFFICE OF THE

No. _____, dated the _____ 19 .

FROM
THE

To

SIR,

An application for permission to resign the service having been received from you, I have the honour to forward for your information and guidance a copy of Art. 981, Civil Service Regulations (please see overleaf), and to invite your attention to the Note to that article from which you will see that failure to furnish the information called for therein may involve delay in the commencement of your annuity.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(EVENING)

Article 981, Civil Service Regulations.

"981. An officer on resigning the service must report to the local Government on whose cadre he is borne the place at which he desires that his annuity should be paid, and if he is leaving India, the date of departure of the vessel in which he sails.

Note.—A copy of this article should be furnished by the Accountant General to every officer who applies in India for permission to resign, with the intimation that there will be delay in the commencement of his annuity if he does not furnish the information required by this article".

S. Y. 166.

(See Art. 974, Note 2, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

No. _____, dated _____ 19__

FROM

THE

To

THE SECRETARY TO THE GOVERNMENT OF _____
FINANCE DEPARTMENT.

SIR,

I have the honour to give the following information required
by Note 2 to Article 974 of the Civil Service Regulations
regarding _____

who has applied for permission to resign the service.

(1) Date on which he made over
charge of his office

(2) The amount of leave granted,
if any

(3) Date up to (and including)
which leave salary has been drawn .

(4) What demands, if any, are
outstanding against the officer .

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

S. Y. 167.

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of

being 10, his nearest exact age is

If a sum of Rupees be commuted, and the commutation value be sanctioned for payment with effect from a date prior to

19, the capitalized value of monthly pension in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees

2. The attention of the local Government is drawn to Rule 7

There is sufficient provision in the current year's allotment of the Rules in Appendix 10, Civil Service Regulations, as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (vide Rule 12 of the Rules referred to above).

4. If the applicant's request is granted; he will have to enter into an agreement as required by

5. The charge will be borne by

(Signature)

(Designation)

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of

being 19, his nearest exact age is

If a sum of Rupees be commuted, and the commutation value be sanctioned for payment with effect from a date prior to

19, the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees

2. The attention of the local Government is drawn to Rule 7 of the Rules in Appendix 10, Civil Service Regulations, as the provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation, the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (vide Rule 12 of the Rules referred to above).

4. If the applicant's request is granted, he will have to enter into an agreement as required by

5. The charge will be borne by

(Signature)

(Designation)

S. Y. 166.

(See Art. 974, Note 2, C. S. R.)

(To be printed on foolscap folio.)

OFFICE OF THE

No. _____, dated _____ 19

FROM

THE

To

THE SECRETARY TO THE GOVERNMENT OF _____
FINANCE DEPARTMENT

SIR,

I have the honour to give the following information required by Note 2 to Article 974 of the Civil Service Regulations regarding _____

who has applied for permission to resign the service.

(1) Date on which he made over charge of his office

(2) The amount of leave granted, if any

(3) Date up to (and including) which leave salary has been drawn .

(4) What demands, if any, are outstanding against the officer .

I have the honour to be,

SIR,

Your most obedient servant

(Signature)

(Designation)

S. Y. 167.

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of _____

being _____ 19, his nearest exact age is _____

If a sum of Rupees _____

be commuted, and the commutation value be sanctioned for payment with effect from a date prior to _____ 19, the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees _____

2 The attention of the local Government is drawn to Rule 7

There is sufficient provision in the current year's allotment

The necessary funds may kindly be provided by appropriation of the Rules in Appendix 10, Civil Service

to meet the

provision on this account in the current year's

legislation.

charge.

budget has been already exhausted.

3. If Government sanction the proposed commutation the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted; he will have to enter into an agreement as required by _____

5. The charge will be borne by _____

(Signature)

(Designation)

(To be printed on foolscap folio.)

Report on proposal for Commutation of Pensions.

The date of birth of _____

being _____ 19, his nearest exact age is _____

If a sum of Rupees _____

be commuted, and the commutation value be sanctioned for payment with effect from a date prior to _____ 19, the capitalized value calculated in accordance with the table of present value of monthly pension in Appendix 10, Civil Service Regulations will amount to Rupees _____

2 The attention of the local Government is drawn to Rule 7 of the Rules in

There is sufficient provision in the current year's allotment to meet the

The necessary funds may kindly be provided by reappropriation as the

Appendix 10, Civil Service Regulations.

charge.

provision on this account in the current year's budget has been already exhausted.

3. If Government sanction the proposed commutation, the date from which the sanction will take effect may kindly be indicated in the order sanctioning the commutation (*vide* Rule 12 of the Rules referred to above).

4. If the applicant's request is granted, he will have to enter into an agreement as required by _____

5 The charge will be borne by _____

(Signature)

(Designation)

S. Y. 168.

(To be printed on foolscap folio.)

Office of the _____
 No. _____, dated _____, the _____ 19 ____
 FROM

THE _____
 To

THE TREASURY OFFICER,

SIR,

The Government of _____ having in their
 Department letter No. _____, dated _____
 sanctioned the payment of Rupees _____
 _____ (_____) being the
 commuted value of Rs. _____ out of the pension of
 Rs. _____ per month granted to _____
 late _____ holder of
 P. P. O. No. _____, I have the honour to request you to
 be so good as to make arrangements for the payment of the
 amount on or as soon as possible after _____ on a
 simple receipt.

The charge on account of this payment should be shown as a
 separate item in the body of the list of payments quoting the
 number and date of this letter as authority, and both halves
 of the P. P. O. No. _____ should be returned to this
 office, after the payment of the commutation value and of the
 pension up to _____ has been made and noted
 thereon, so that a revised P. P. O. at the reduced rate of
 Rs. _____ per mensem from _____ may
 be issued.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)
 (Designation)

Copy forwarded to _____
 _____ for information.

(Signature)
 (Designation)

S. Y. 169.

Covering Slip for Pension Bills.

Paid on _____

Name of Auditor _____

Serial No.	Number of P. P. O.	NET AMOUNT OF BILL.			Initials of Gazetted Officer.
		Rs.	A.	P.	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

No. 237.

Page 162, Form No. S. Y. 170—

For the word "Appropriation" at the top substitute "Allotment"

S. Y.

[Book of Account Forms, 1st Edn. (Rep) No. 237, dated the 2nd June 1941.]

printed or
ACTIONBudget ~~Appropriation~~ ^{Allotment}

Serial No.	Reference.	Name of Pensioner and No. of P. F. O.	Amount of pension.	Amount committed.	Amount admissible

NOTE.—The monthly total of payments should be worked out in the column for remarks and agreed with the figures in the Consolidated Abstract under the initials of the Superintendent and the Gazetted Officer.

170.

(pen foolscap.)

REGISTER.

Funds available.	Note of sanction.	Place of payment.	Amount sanctioned.	Authority for payment.	Voucher No. and Date of payment.	REMARKS.

S. Y. 171.

(To be printed on foolscap quarto.)

Diary No.

of 19 -19 .

Note showing the action taken on orders sanctioning pension.

	Dated Initials of Auditor.	Dated Initials of Superintendent.	Dated Initials of Officer in charge.
1. Verified with the office report and found correct . . .			
2. No. P. P. O. issued before			
3. No. A. P. O. issued before			
4. P. P. O. No. _____ issued on _____			
5. Entered in Audit Register			
6. Entered in Budget Register			
7. ^{Transfer} Mutation of names noted in Audit Register			
8. ^{Transfer} Mutation of names noted in P. P. O. Register			
9. ^{Removed from Budget Register} Noted in P. P. O. Register			

Diary No. 8, Y. 171.
(To be printed on foolscap quarto.)

Note showing the action taken on orders sanctioning pension.

	Dated Initials of Auditor.	Dated Initials of Superintendent.	Dated Initials of Officer incharge.
1. Verified with the office report and found correct	.	.	.
2. No. P. P. O. issued before	.	.	.
3. No. A. P. O. issued before	.	.	.
4. P. P. O. No. _____ issued on _____	.	.	.
5. Entered in Audit Register	.	.	.
6. Entered in Budget Register	.	.	.
7. <u>Transfer</u> <u>Mutation of names</u> noted in Audit Register	.	.	.
8. <u>Transfer</u> <u>Mutation of names</u> noted in P. P. O. Register	.	.	.
9. <u>Removed from Budget Register</u> <u>Removed from P. P. O. Register</u>	.	.	.

Page 166, Form No. S. Y. 173—

In the subscription portion of the form for "I" and "servant" substitute "I/We" and "servant(s)" respectively.

[Book of Account Forms, 1st Edn. (Rep.) No. 240, dated the 2nd June 1911.]

To

THE _____

Sir,

Mr. _____, a Government pensioner, having died on _____th day of _____th month, 19____, apply for payment to _____^{us} of the arrears of pension from _____ to _____ due to the estate of said deceased pensioner, amounting to Rs. _____ (in words _____).

I am _____ related to the deceased pensioner as _____ and _____ his legal _____ on _____ own behalf and the natural guardian of the remaining minor heirs to the deceased pensioner.

2. The deceased pensioner has left _____ Will, the Probate of which is herewith forwarded for inspection and return.

3. The documents noted in the *margin are submitted with.

* (1) Pension Payment Order.
(2) A pension book duly filled up, stamped and signed.
(3) Death Certificate.
(4) An Indemnity Bond.
(5) An heirship certificate.

I have the honour to be,

Sir,

Your most obedient servant

The _____

19____

S. Y. 174.

(To be printed on foolscap folio.)

Register of Finger Prints of Government Pensioners whose pensions are paid at the _____

No. of P.F.O.	Name.	Impressions of Left Hand.					Initials of Garretted officer in whose presence the impression was taken with date.	Remarks.
		4th or little finger.	3rd or ring finger.	2nd or middle finger.	1st or fore-finger	Thumb.		

S. Y. 176.

[For use by widows, etc.]

(To be printed on foolscap quarto.)

I _____

dow (or daughter) of the late _____ of the

_____ do solemnly and sincerely

declare that I am still unmarried.

(Signature)

Incumbent, _____ Civil Fund or

Indian Civil Service Family Pension Regulations.

Date --

*Certified that _____ appeared before me this day and is still alive.

(Signature)

Station _____

Date _____

*To be certified by a Justice of the Peace or a Member of the Covenanted Civil Service.

Pat. 168, Form No. 5, Y. 171--

The "Perspectives" in the November 1941 issue, dated the end of June 1941]

District on behalf of the

Government and

ПРОЦЕДУРА ОПРЕДЕЛЕНИЯ

Payment.		No. of P.P. Order.	Name of Pensioner.	Monthly amount.	Period of claim	Amount.		Deductions at rates per liq.		Net amount paid.	Remarks.
Date.	No.					Rs.	P.	Rs.	P.		
				Rs. P.		Rs. P.		Rs. P.			2. The pensioner's receipts and non-employment certificates have been retained in this office.

Office of the-

(Tree extract.)

Signature_____

Dated _____ 19__

(i) Delete the reference " (See Art. 773, C.S.R.) " at the top of the form,

(ii) For item 10 (b), substitute the following :—

" (b) The particular leave rules to which he is subject ."

[Book of Account Forms, 1st Edn (Rep.) No. 242, dated the 2nd June 1941.]

To be returned in original with reply notes in the right-hand column immediately after receipt.

Office of the To. Dated the 19 .	Reply No. Dated the 19 .
	To
Memo. th reference to No. transferring services of to the State, (Here name inserted) ce) is requested to ascertain and report lioning information in the right-hand in, and to forward duly completed in t of his services under the British Date and hour (whether before or after noon) at which he was relieved of his duties under the British Government. Date and hour (whether before or after noon) at which he assumed charge of his duties under the State. Transit pay sanctioned under F.R. 114 Treasury into which the contribution will be paid (if a sub treasury, the Treasury to which it is subordinate should be stated). (a) Substantive appointment under the British Government on which he holds a lien.) Head of account to which pay was debitable before transfer to Foreign Service.	Memo. honour to furnish the following information has the together with Service Book duly completed as desired. 1. 19 . Before/After. 2. 19 . Before/After. 3. Rs. 4. 5. (a) (b)

Memo.		
6. Service to which he belongs, <i>i.e.</i> , L.C.S., other Superior Services, Provincial Service or Subordinate Service.	6.	
7. Date of birth.	7.	
8. Pay in British Service from time to time for one year before transfer to Foreign Service.	8. Rs.	
9. Pay and allowances (if any) to be paid by the Foreign Employer.	9. Rs.	
10. In the case of members of the I.C.S. or other Superior Services (a) Domicile.	10. (a)	
(b) Whether subject to special or ordinary leave rules.	(b)	
11. In the case of members of Provincial or Subordinate Service, maximum monthly pay of the grade substantively held.	11.	
12. Date of commencement of Service.	12.	
13. Date of accrual of annual increment.	13.	

(Signature)

(Designation)

Memo.

(Signature)

(Designation)

S. Y. 179.

No. 243.

e 171, Form No. S. Y. 179—

- (i) Delete the reference "(See Art 773, C.S.R.)" at the top of the form,
- (ii) In the second sub-para of item (a) in para 1, delete the figure "50" and leave blank space after "Rs."

- (iii) In the second line of para. 2 for "returned" read "returned".

[Book of Account Forms, 1st Edn. (Rep) No 243, dated the 2nd June 1941]

on foreign service he may be requested to note the following—

- (a) The contribution on his sanctioned pay in Foreign Service of Rs. _____ payable by him to secure pension _____ from the British and leave salary Government is Rs. _____ for leave salary for Pension commencing from the date he receives charge of his duties under the Foreign employer. The contribution for the period of transit is Rs. _____ for leave salary for pension, a month on the pay fixed under Fundamental Rule 114.

Provisional Contribution is also payable at the rate of Rs. 50 p. m. with effect from _____

- (b) In future the contribution should be regularly paid into the treasury at the rate shown in clause (a), otherwise it will be liable to a charge of interest at _____ as laid down in Subsidiary Rule framed by the Government of _____

- (c) In accordance with Subsidiary Rule framed by Government of _____, no entries in the Service Book can be attested except by this office.

- (d) The officer, if he be a subscriber to the Indian Civil Service (Non-European Members) Provident Fund, is required to pay with effect from _____ to the British Government, in addition to his pension contribution, a sum of Rs. 15 a month over and above the subscription.

2. The Service Book received with the Memo. under reference is returned herewith. Kindly acknowledge its receipt.

(Signature)

(Designation)

2. The contribution for the period from 19 _____ to 19 _____, at the rates referred to in clause (a) has been paid on 19 _____, or will be paid on or about 19 _____, and the instructions conveyed in clause (b) will be duly attended to in the payment of future contributions.

3. The Service Book has been removed.

(Signature)

(Designation)

Page 172, Form No. S. Y. 180—

(i) Delete the reference "(See Art. 776, C.S.R.)" at the top of the form

(ii) Delete "No....." at the top.

(iii) For "Your attention.....contribution" in lines 1-3 of the Memorandum substitute the following:—

"Your attention is invited to Subsidiary rule.....framed by the Government of..... and it is requested that the payment of your

^{Pension}
pension and leave salary contribution."

(iv) In the penultimate line of the "Memorandum" for "possible" read "possible".

[Book of Account Forms, 1st Edn (Rep.) No. 244, dated the 2nd June 1941.]

FROM

THE _____

To

Through the _____

MEMORANDUM.

~~Your attention~~ is invited to Article 776 of the Civil Service Rules
Subsidiary Rule framed by the Government

and it is requested that the payment of your pension contribution for the ^{quarter ending} _____ which
^{month of} _____ fallen into arrears may be made as early as possible and date of payment intimated to this office.

(Signature)

(Designation)

(i) Delete the reference " (See Art. 776, C.S.R.) " at the top of the form.

(ii) Delete also the reference " Article 776, Civil Service Regulations " in the second line of the letter.

(Book of Account Forms, 1st Edn (Rep) No. 245, dated the 2nd June 1941)

Sir,
I have the honour to bring to your notice that, under
Article 776, Civil Service Regulations
penalizing rule framed by the Government of—

on foreign service as
has become liable to a payment of Rs. — as noted
below, on account of interest on his pensionary contribu-
tions, etc., paid after the due date.

It also appears that the amount is recovered and paid into
the Treasury quoting the number and date of
the letter and that the date of recovery is intimated to this
office through the Treasury Officer — in the
certificate attached. Please also instruct the officer to pay
his contribution in future on due dates.

* Details of interest :—

Particulars of Contributions.			No. of days for which interest is charged		Amount of interest due	
Period for which due,	Amount.	Actual date of credit,	Due date of credit,		Rs. A. P.	
	Rs. A. P.				Rs. A. P.	

I have, etc.,

(Signature)
(Designation)

Sir,
I have the honour to bring to your notice that, under
Article 776, Civil Service Regulations
penalizing rule framed by the Government of—

on foreign service as
has become liable to a payment of Rs. — as noted
below, on account of interest on his pensionary contribu-
tions, etc., paid after the due date.

It also appears that the amount is recovered and paid into
the Treasury quoting the number and date of
this letter and that the date of recovery is intimated to this
office through the Treasury Officer — in the
certificate attached. Please also instruct the officer to pay
his contribution in future on due dates.

* Details of interest :—

Particulars of Contributions.			No. of days for which interest is charged		Amount of interest due	
Period for which due,	Amount.	Actual date of credit,	Due date of credit,		Rs. A. P.	
	Rs. A. P.				Rs. A. P.	

I have, etc.,

(Signature)
(Designation)

To

173

No. — , dated — 19 .

The amount communicated
in your letter No. —, dated
10 , has been credited
as a distinct item in the body
of the treasury cash account for
the month of — 19 .

District — — —

Treasury Officer.

Y. 181.
776-C. S. R.,
and on footstep folio.)

—, dated —, the — 19 .

Page 174, Form No. S. Y. 182—

(i) Delete the reference "[See Art. 822 (a), C.S.R.]" at the top of the form.

(ii) Delete also the reference "Article 832 (a) of the Civil Service Regulations" in line 5 of the letter.

[Book of Account Forms, 1st Edn. (Rep.) No. 246, dated the 2nd June 1941.]

(To be printed on foolscap quarto)

OFFICE OF THE

No. Dated _____ the _____ 19

FROM

THE

To

THE

Enclosures :

SIR,

I have the honour to return the Service Book of _____

received with your letter No. _____, dated _____ 19

after making the necessary entries therein in accordance with

~~Article 822 (a) of the Civil Service Regulations~~
Subsidiary rule framed by the Government, regarding his ^{transfer to} ~~reversion from~~ Foreign
Service under the _____

2. The favour of an acknowledgment is requested.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(i) For the reference " (See Art. 361, Audit Code) " at the top of the form substitute " (See Para. 260, Audit Manual) ".

(ii) In item ' 8 ' , leave blank space after the word " column " .

[Book of Account Forms, 1st Edn. (Rep) No. 247, dated the 2nd June 1941]

OFFICE OF THE

No. _____
Dated _____ the 19 .

FROM
THE
TO
THE

Your application No. _____, dated

19 _____, for refund of lapsed deposits, cannot be dealt with for the reason stated in No. _____. Please be good enough to remove the defect by explanation in the margin, or, where required, by correction of your application or submission of a fresh one. This memo. must, in any case, be returned in original. The application is herewith returned.

1. Date of lapsed statement should be filled in
2. Date of lapsed statement incorrectly shown _____; it should be corrected to _____
3. The balance originally credited to Government should be entered in the column headed " Balance credited to Government " and not the balance outstanding at the time of application for refund
4. Amount not stated, both in figures and words.
5. Discrepancy between amount entered in figures and words
6. The application has not been sent through the _____. The _____ originally entered has been erased.
7. A fresh application should be submitted.
8. Figure entered in column has been corrected to _____

(Signature)

(Designation)

11. Deposits of _____ do not lapse to Government till _____
12. There is no balance in _____
13. Not traceable in _____
14. A separate application should be sent for the amounts claimed by each applicant.
15. already mentioned in my No. _____ of _____
16. In what list of lapsed deposits included ?
17. List of lapsed deposits not received.
18. Returned for the signature of _____, code _____
19. The district number not given.
20. Total not correct.
21. The name of the claimant has not been entered in the space provided for in the application.
22. The name of the claimant shown in the refund application does not agree with the entry in the lapsed statement.
23. The name of the district and the particular officer from whom the application is received not stated in the space provided for the purpose.

REPLY.

Page 174, Form No. S. Y. 182—

(i) Delete the reference "[See Art. 822 (a), C.S.R.]" at the top of the form.

(ii) Delete also the reference "Article 832 (a) of the Civil Service Regulations" in line 5 of the letter.

[Book of Account Forms, 1st Edn. (Rep.) No. 245, dated the 2nd June 1941.]

(to be printed on foolscap quarto.) :

OFFICE OF THE

No. _____ Dated _____ the _____ 19 ____

FROM

THE

To

THE

Enclosures :

Sir,

I have the honour to return the Service Book of _____

received with your letter No. _____, dated _____ 19 ____

after making the necessary entries therein in accordance with

Article 822 (a) of the Civil Service Regulations
subsidiary rule framed by the Government, regarding his transfer to Foreign
 Service under the reversion from

2. The favour of an acknowledgment is requested.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

(i) For the reference "(See Art. 361, Audit Code)" at the top of the form substitute "(See Para 260, Audit Manual.)"

(ii) In item '8', leave blank space after the word "column".

[Book of Account Forms, 1st Edn. (Rep.) No 247, dated the 2nd June 1941]

OFFICE OF THE

No. _____
Dated _____, the _____ 19 ____
FROM
THE
To
THE

Your application No. _____, dated
19 ____, for refund of lapsed deposits, cannot be dealt
with for the reason stated in No. _____. Please be good
enough to remove the defect by explanation in the
margin, or, where required, by correction of your
application or submission of a fresh one. This memo.
must, in any case, be returned in original. The
application is herewith returned.

Date of lapsed statement should be filled in.
Date of lapsed statement incorrectly shewn
as _____; it should be corrected to _____
The balance originally credited to Govern-
ment should be entered in the column
headed "Balance credited to Government"
and not the column headed "Balance
debited to Government".

(Signature)

figures and words

6. The application has not been sent through
the _____. The _____ originally
entered has been erased
7. A fresh application should be submitted

(Designation)

12. Deposits of _____, when & revised one.
do not lapse to Govern-
ment till _____
13. There is no balance in _____

REPLY.

for the

17. _____ as mentioned in my No. _____ of _____

22. The _____ is correct.

23. _____

24. _____
officer from whom the application is re-
ceived not stated in the space provided for
the purpose.

For the word "or" occurring in the heading of the form, read "for".

[Book of Account Forms, 1st Edn. (Rep.) No. 248, dated the 2nd June 1941]

5.

Broadsheet of Personal Data

DRAWINGS	RECEIPTS.
Opening Balance, on 1st April	
April.	
May.	
June.	
July.	
August.	
September.	
October.	
November.	
December.	
January.	
February.	
March.	
	Closing bal. on 31st March

184.

quali (collegati.)

or the year 19 19 .

[illegible]

Delete this form.

[Book of Account Forms 1st Edn. (Rep.) No. 249, dated the 2nd June 1941.]

(To be printed on foolscap quarto.)

(Obverse)

THE _____

THE _____

Dated _____ the _____ 19____

With reference to your Bills List for 19 , I have the honour to state that the Remittance Transfer Receipt detailed in the reverse and paid in the Provinces in the month of 19 , has not been included in your Bills List for the month of 19 . Will you, therefore, be so good as to state the month of the issue list in which it will be or has been shown.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

(Reverse.)

R. T. R. No.	Date	Drawn by	Drawn on	Amount.

No. 232

Pages 179-180, Form No. S. Y. 155—

Item 2—

For the reference "Art. 334, C. A. C.", substitute "Art. 125, C. A. C.", Code, Vol. II".

(In the "Note" below this item, as printed in the original, delete the words "and not dated the 1st November 1935, for the purpose of" and substitute "and not dated (Art. Government servant)".

Item 6—

For the reference "Article 137, C. A. C.", substitute "Art. 137, C. A. C.", Code, Vol. II".

Item 7—

For the major head No. "XVII", substitute "XXI".

Delete the reference " (Art. 193, C. A. C.)".

Item 9—

Delete the reference " (Note 3 to Art. 193, C. A. C.)".

Item 12—

For the words "vernacular terms" substitute "terms in Indian languages".

Item 13—

For the reference "Art. 351, C. A. C.", substitute "Art. 351, C. A. C.", Code, Vol. II". Please XVII—

Item 15—

For the reference "Art. 203, C. A. C.", substitute "Art. 203, C. A. C.", Code, Vol. II".

Item 18—

For the words "Art. 203, C. A. C." substitute "Art. 203, C. A. C.". it (Note 1 to the use state

Item 20—

For the word "the" before "office" read "the", and substitute "body of" "Art. 204, C. A. C.", substitute "Art. 125, C. A. C.", Code, Vol. II".

Item 21—

Delete the word "of" occurring after "year" in the original. It should have

Item 23—

For the reference "Art. 205, C. A. C.", substitute "Art. 125, C. A. C.", Code, Vol. II". nature

MILAGO

[Book of Account Form, 1st Edn. (Rep.), No. 232, dated 2-1-36]

Deposits

lump in the Extract

shown in

14. Deposits received and repaid during the month shown in the receipt register differs from that shown in the repayment register.

- | No. | Particulars of objections (Reference to Nos., etc.). | |
|-----|---|------------------|
| 15. | Quarterly certificate that you have examined your not furnished (Art. 203, C. A. C.). | Deposit Register |
| 16. | Not shown in the clearance register in respect of the items for 19 19 . Please either explain or send supplementary clearance register. | 07 |
| 17. | Already transferred to the clearance register for 19 -19 . Please explain why again included in the clearance register for 19 -19 . | |
| 18. | The item was outstanding on the 31st March 19 and under Art. 204, C. A. C., should have lapsed to Government. Reasons for including in clearance register not explained. | |
| 19. | The item has already lapsed to Government on the 31st March 19 . Please either explain or remove from the office copy of the lapsed statement. | |
| 20. | Kept in clearance register without sanction from the office (Art. 204 C. A. C.). | |
| 21. | Difference between your list of lapsed deposits and this office register for the year of 19 -19 . Please explain. Please state dates of payments of sums marked * or if they have not been paid away, send supplementary list including them, and deduct its total from the memo., citing this reference. | |
| 22. | The amount of the balance of original deposits should have been entered in column 3 of the list of lapsed deposits instead of | |
| 23. | Difference between the amount of the register and the treasury account. Please explain in communication with the Collector, if necessary. | |
| 24. | Errors in the totals in the registers. | |
| 25. | Administrator's certificate of balance on the 31st March 19 not furnished (Art. 205, C. A. C.). | |
| 26. | Differences between the balances in your registers on 31st March 19 and Administrator's certificate. | |
| 27. | Rupees should be $\frac{\text{added}}{\text{deducted}}$ in your next memo. citing this reference as authority. | |
| 28. | Please specify each Trust Fund, if there are more than one, grouped under the Personal Ledger Accounts. | |
| 29. | Registers should be totalled, page by page and the grand total stated in figures as well as in words. | |
| 30. | District serial No. of deposits not furnished. | |
| 31. | Please point out the particular month in which $\frac{\text{credit}}{\text{debit}}$ has been afforded | |

S. Y. 187.

(To be printed on foolscap.)

Half-margin objection on Deposit Repayments.

To be returned in original with reply noted in right hand margin.

OFFICE OF THE _____

No. _____, dated _____, the _____ 19 .

To

The _____

The items mentioned below are held under objection for the reasons indicated by the numbers of the undernoted objections noted against them. The defects should be removed without delay and this memo. returned in original with explanations in the margin.

(Signature)

(Designation)

Reference to item.	Particular of objection (Reference to Nos , etc)	Reply.

Item 1—

For "Head of service", substitute "Head of Account".

Item 2—

For the words "in which the amount paid by transfer" in line 1, substitute "to which the amount was paid by transfer."

For the reference "Art. 340, C. A. C." in line 2, substitute "Art. 67, Account Code, Vol. II".

Item 19—

Substitute the following for this item—

"19. Pay order not signed by the Treasury Officer."

Item 24—

For the reference "Rule X, Appendix 6, C. A. C.", substitute "Art. 69, Account Code, Vol. I".

Item 28—

After "renewal" in line 1 insert "of".

Item 32—

For the words "being in vernacular" in the first line, substitute "having been written in a current Indian language"; delete the word "vernacular" occurring in the second line and insert "in the current Indian language" after the words "payment order" in the third line.

Item 38—

For the words "has been afforded" substitute "has been ^{afforded} raised".

Item 39—

For the words "The aggregate amount of the cash account" in line 1, substitute "The aggregate amount in the Cash Account".

Item 40—

For the word "chargeable" in line 2, substitute "debitable".

Item 41—

For the word "chargeable" in line 2, substitute "debitable".

Item 42—

For "account" in the first line, read "account".

Item 44—

For "lapsed deposit" in the second line substitute "lapsed deposits".

Item 45—

Substitute the following for this item—

"45. Under the rule, Government, refunds exceeding Rs. are not to be remitted by money order. Please explain why the amount was remitted by money order in this case."

30. When money is remitted by money order, the postal receipt signed by the actual payer should be sent to this office for record. Please furnish now and note for future guidance.

31. Voucher not received. Please expedite despatch.

32. The voucher being in vernacular, the nature and the amount of the payment and the name of the payer should have been noted on it in English and the vernacular payment order should have been translated into English.

Delete the reference "Clause (c) of Note 1 to Art. 198 (c)" in the first line.
em 48—
Delete the reference "[Art. 26 (a), C. A. C.]" in the second line.

n 49—

For the reference "Art. 24, C. A. C.", substitute "the rules issued by Government".

[Book of Account Forms, 1st Edn (Rep.), No. 251, dated the 2nd June 1941.]

... have been drawn in manuscript but in the prescribed printed form of her.

of the re-payment register has not been filled up.

payment—. Please explain or refund with reference to the memo. Note—
overies of ~~excess~~ payments should not be entered in the body of the receipt
ister but added in the—memo. as distinct items.

a point out credits which are not traceable in your receipt registers and clearance
isters, or recover or refund the amounts with reference to the memo.

se point out the particular month in which ^{credit}
~~debit~~ has been afforded.

aggregate amount of the cash account in which the item drawn on revenue deposit
oucher No. , dated is stated to have been included is not traceable
in the cash account Please quote the correct item.

ments shown in lump sum in your re-payment register. Distinguish amounts
chargeable to each deposit

yment of B deposits shown in lump sum in your re-payment register and memo.
Distinguish amounts chargeable to deposits of each year, current and past.

fference between the amount of the register and treasury account. Please explain
in communication with the Collector, if necessary.

ross in the total in the register

apsed ~~deposits~~,
Plea ~~of~~ ~~the~~ ~~amount~~ ~~of~~ ~~the~~ ~~deposits~~ ~~shown~~ ~~in~~ ~~the~~ ~~register~~ ~~and~~ ~~memo.~~
was ~~reference.~~

hy was amount remitted by money order when item to be refunded exceeds Rs. 100
Please explain. Note 1 to Art 198 (c), C. A. C.

emittance has been made by money order but the amount of the deposit voucher has
been drawn in cash from the treasury instead of "Paid by transfer" credit to Post
Office—(Clause (3) of Note—1 to Art. 198 (c), C. A. C. Please explain.

o. and date of the original deposit shown in the list of repayments in respect of
revenue deposit voucher No. , dated do not agree with those shown
in the voucher Please state the correct No and date.

heques (Personal Deposit) issued in favour of Government officials have erroneously
been made payable to "Bearer" instead of to "Order" (Art. 26 (a), C. A. C.).
Please avoid such mistakes in future

heques (Personal Deposit) more than 3 months old have been cashed at the Treasury
contrary to Art. 24, C. A. C. Please avoid such mistakes in future

Rapes should be ^{added}
~~deducted~~ in your next-memo citing this reference as
authority.

Register should be totalled, page by page and the grand total stated in figures as well
as in words.

The error has been
The omission will be treated as a treasury irregularity.

1. The
1234
5678
9012
3456
7890
1234
5678
9012
3456

Faint handwritten notes or bleed-through from the reverse side.

OFFICE OF THE

FROM

the

THE

To

Tax

(Signature)

(Designation)

[illegible]

2. Clause _____ of Article _____

Civil Account Code quoted, allows the grant of a
Remittance Transfer Receipt for _____

_____ and not for _____

Please note for future guidance and quote the correct
clause.

3. The same printed number, namely _____
has been quoted against both the bills. Please quote
the correct number of each now, and see that such
mistakes do not recur.

4. No. Remittance Transfer Receipt can be granted
for the purpose of _____

vide Article _____, Civil Account Code.

The proper course would be to _____

_____. Please note for future guidance.

5. The premium chargeable on the bill is Rs. _____

and not Rs. _____

Please recover the sum (Rs. _____) now, quoting

this memorandum as authority.

6. The article quoted being 109 (1), Civil Account

Code, the nature of the public purpose for which

the bill was granted should have been briefly stated

in the column "Authority for issue" of the Schedule.

Please state the nature now and see that such an omission

does not recur.

7. The special form prescribed for Remittance Transfer

Receipt drawn on the Imperial Bank of India has

been used for Remittance Transfer Receipts drawn on

other Treasuries. Please see that the irregularity does

not recur.

8. The particular clause of Article _____

under which the bill was granted has not been quoted

in the list. Please quote it now.

9. The bill No. _____ for Rs. _____

drawn on _____ Treasury in _____

has been wrongly entered under _____ in your

list of Foreign bill issued for _____ Please

Local

correct the register of bills issued, if necessary. The

Schedule received in this office will be corrected on

receipt of your reply.

10. The general or printed number of the bill has

been omitted from the list of bills ^{paid} issued. Please quote

the number in the margin and see that such an omission

does not recur in future.

11. The treasury drawn ^{by} upon has not been entered in the list of bills paid for . Please quote it now and avoid such an omission in future.

12. The nature of the public purpose stated in the Schedule, namely

is not clearly understood. Please state it more fully now.

13. Please explain why the bill was granted for a sum which is not in excess of Rs. in contravention of Article

14. The ^{No.} of the bill entered in your list of bills ^{date} issued ^{amount} is

instead of the ^{No.} ^{date} as entered ^{amount}

on the bill. Please correct the register of bills issued, if necessary, the Schedule received in this office will be corrected, on receipt of your reply.

15. The name of the Treasury on which the bill was drawn is given in your list of bills paid ^{issued} as instead of as entered in the bill. Please correct the register of bills issued, if necessary. The Schedule received in this office will be corrected on receipt of your reply.

16. The bill is not entered in your list of bills ^{issued} for the month. Please point out ^{credit} or explain cause ^{debit} of omission.

17. The letter which authorises the issue of supply bill on the treasury at a premium of per cent. has not been quoted in the bill list. Please quote it now

18. The Article and the clause under which the bill was granted should be and not as quoted in the bill list.

19. The name of the treasury on which the bill was drawn is not traceable in the list of treasuries and sub-treasuries in India. Please state why the bill was drawn on , when there is no Government Treasury at that place.

20. Why was not the amount credited in your District Treasury and the Treasury Challan sent to

21. The Remittance Transfer Receipts having been cancelled, the name of the treasury drawn upon should have been entered in the remarks column of the Schedule (Article 267 of the Civil Account Code). Please see that such an omission does not recur.

22. The prescription enjoined in Article 361 (e) of the

23. The Remittance Transfer Receipt has not been signed by the Accountant or the Treasurer as required by Article 361 (f) of the Civil Account Code. Return for completion and retransmission.

24. The date of payment has not been entered. Please avoid the omission in future.

25. Premium does not seem to have been recovered on the following bills issued under Article — of — . Please state why, or recover the premium now and credit it as a distinct item in the entry of the Treasury Cash Account, quoting this memorandum as authority.

26. The bill has not been received in this office with a list. Please send it now and explain the omission.

27. The Treasury drawn by upon is a local treasury bill. Please explain why the amount of the bill was included in the Schedule of Foreign Bills paid issued. If necessary the Schedule received in this office will be corrected on receipt of your reply.

28. The treasury drawn by upon is under the audit control of the Accountant-General. (vide list of treasuries and sub-treasuries in India). Please explain why the amount of the bill was included in the Schedule of local bills paid issued. Please correct the register of bills paid issued. If necessary the Schedule received in this office will be corrected on receipt of your reply.

29. The bill having been drawn on the Military Treasury Chest at —, the amount should not have been included in the Schedule of Foreign Local bills paid issued. Please correct the check register of bills paid issued. The Schedule received in this office will be corrected on receipt of your reply.

30. The supply bill should have been drawn in multiples of Rs. 100 (vide Article 56, Civil Account Code).

31. Please note that the error will be charged as a treasury irregularity.

Office of the

Page 189, Form No. S. Y. 189—

Dated the 19

FROM

THE

TO

THE

Dated

FROM

THE

THE

(Book of Account Forms, 1st Edn (Rep.) No. 253, dated the 2nd June 1941.)

SIR, At the instance of the

SIR, At the instance of the

SIR, At the instance of the

I have the honour to state that a sum of Rs. $\frac{\text{from}}{\text{to}}$ you can as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded to the Treasury Officer
for information.

(Signature)

(Designation)

I have the honour to state that a sum of Rs. $\frac{\text{from}}{\text{to}}$ you on as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,

Your most obedient servant.

(Signature)

(Designation)

I have the honour to state that a sum of Rs. $\frac{\text{from}}{\text{to}}$ you on as detailed in the margin is due $\frac{\text{from}}{\text{to}}$ you on account of Fund subscription $\frac{\text{less}}{\text{excess}}$ paid, and to request therefore that you will be so good as to adjust this sum by $\frac{\text{excess}}{\text{short}}$ deduction of Fund subscription in your next pay bill.

I have the honour to be,
SIR,

Your most obedient servant,

(Signature)

(Designation)

Copy forwarded to the Treasury Officer
for information.

(Signature)

(Designation)

S. Y. 192.

(See Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity
Fund Ltd., recovered from the pay bills of subscribers who are
deposited in the treasuries of
serving in the office of the * during the month of 10 .

* For A.G., B only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

(Signature.)

(Designation.)

21

S. Y. 192.

(See Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity
Fund Ltd., recovered from the pay bills of subscribers who are
deposited in the treasuries of
serving in the office of the _____ during the month of _____ 19 .

* For A.G., B only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

(Signature.)

(Designation.)

:L

S. Y. 192.

(See Art. 452, Audit Code.)

(To be printed on foolscap.)

(Front page.)

Certified List of Subscriptions to the Hindu Family Annuity
Fund Ltd., recovered from the pay bills of subscribers who are
deposited in the treasuries of
serving in the office of the * during the month of 19 .

* For A G., B. only.

No.

Forwarded to the Secretary, Hindu Family Annuity Fund, Calcutta.

(Signature.)

(Designation.)

21

Statement showing particulars of leave taken by subscribers to the
Fund and the amounts of subscriptions recovered from them,
For the month of 19

Indian Military Service Val
Indian Military Widows' an

Pages 195-197, Forms Nos. S. Y. 193-A., 193-B. and 193-F.—

Delete these forms.

[Book of Account Forms, 1st Edn. (Rep.), No. 256, dated the 2nd June 1941.]

Names of Officers.	Description of leave.	Authority	Date of commencement and termination of — (1) Privilege leave (2) Leave under fundamental Rules which courts as privilege leave under the terms of the Resolution of the Government of India, F. N., No. 1260-C S R, dated 21st December 1921.	Date of commencement of — (1) Furlough (2) Leave under Fundamental Rules which does not count as privilege leave under the terms of the Resolution of the Government of India, F. N., No. 1260-C S R, dated 21st December 1921.	Date up to which subscription recovered in India	Amount of subscription recovered each month from (a) to date prior to the officer's proceeding on leave ex-India	Remarks.

(a) From the month following that up to which credits have been passed on through exchange accounts to the Controller of Army Factory Account Calcutta.

No. dated

Forwarded to the Controller of Army Factory Accounts, Calcutta.

S. Y. 193-B.

Statement showing names of officers returning from leave out of India and the amounts of subscriptions to the Indian Military Service Family Pension Fund recovered from them since return to duty, Indian Military Widows' and Orphans'

For the month of

19 .

Names of officers.	Date of rejoining appointment from last leave which does not count as privilege leave.	Amount of subscription recovered each month since arrival.	The period for and the rate at which subscription was recovered in England as shown in the India Office Last Pay Certificate.	Remarks.

S. Y. 193-F.

(To be printed on Super Royal both sides.)

CONTRIBUTORY PROVIDENT FUND (INDIA) LEDGER.

Account number—

Official designation—

Remarks—

Date of commencement of employment—

(figures are in whole rupees.)

Pay on 31st March of preceding year.	Subscription.					Government Contribution.		
	Subscription.	Refunds of withdrawal.	Total.	Withdrawal.	Monthly balance on which interest is calculated.	Subscriber's emoluments drawn on duty or his leave salary, if he elects to subscribe during leave.	Withdrawal.	Remarks.
19 -19								
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								
15th								
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								
Total								
Balance from 19 -19						Government Contribution on Rs. @		
Refunds and Refunds as above						Balance from 19 -19		
Interest for 19 -19						Interest for 19 -19		
Total						Total		
Deduct—Withdrawals as above						Deduct—Withdrawals as above.		
Balance on 31st March 19						Balance on 31st March 19		
Checked by						Checked by		

In line 4 of para 1 of the letter, for "on" before the word "expenditure" substitute "no".

[Book of Account Forms, 1st Edn (Rep.), No 258, dated the 2nd June 1941.]

(to be printed on foolscap)

(First page.)

NOTES.

1. Columns 1 to 5 of the statement within will be filled in by the Accountant General, and columns 6 to 10 by the Executive Engineer. Column 7 will be filled in by the word "Yes" or "No".

2 This form will be issued by the Accountant General immediately after the booking of the accounts for each of the months of January, February and March are completed, i.e., not later than the 1st of April, May and June respectively.

3. Unless a completion report, or satisfactory explanation of the suspension of work is received the work entered will be brought forward in the letter of enquiry of each succeeding month down to March after which special letters will be sent out calling for completion of required information.

4 The Accountant General's office will not finally record the letter for March until all overdue completion reports have been furnished, and until every work in the divisional audit register has the fact of submission of a completion report noted against it or it is brought forward into the audit register for the new year.

Office of _____

No _____

Dated _____ 19 ____

To
The Executive Engineer,

Division.

Sir,

I have the honour to give overleaf a list of works on which, according to accounts rendered up to 19 __, there has been an expenditure for six months, or which appear from the expenditure as compared with the estimate to be completed, but for which completion reports have not been received, and to request that you will be good enough to complete the statement by entering therein the information and explanations required.

2. In cases in which expenditure has been incurred subsequent to that recorded in the

I have the honour to be,

Sir,

Your most obedient servant,

(Signature.)

To

The

Returned with columns 6 to 10 duly filled

in.

Note of action taken by Auditor.

1. Items _____ —Receipt of completion reports noted in audit register.

2. Items _____ —Completion reports promised, but not received, called for in subsequent letter, or by special reminder.

3. Items _____ —Uncompleted works at end of March brought forward into audit register for new financial year.

Superintendent.

Auditor.

Executive Engineer,

Division.

WORKS suspended for six months, or which appear to be completed, according to accounts received up to 1911, for which completion reports and certificates have not been received.

206

Page 201, Form No. S. Y. 195—

(i) For the reference "(See Art. 613, Audit Code)" at the top, substitute "(See para. 439, Audit Manual)".

(ii) In line 1 of the first Memo. for "adjustment" read "adjustments".

[Book of Account Forms, 1st Edn (Rep.), No 259, dated the 2nd June 1941.]

Office of the

(Memo. of adjustment.)

Memo. No. _____, dated _____, the _____ 19 ____.

To

THE EXECUTIVE ENGINEER, _____ DIVISION.

The undersigned has the honour to request that the following adjustment be carried out in his accounts for _____ 19 .

[illegible]

Enclosures :

Entered in Divisional Adjustment Book

19

(Signature.)

Accountant.

(Designation.)

Memo. No.

Dated the _____ 19__.

To

THE

Has the honour to intimate that the adjustments transmitted as his
Memo. No. _____, dated _____ 19____, have

carried out in the office accounts for 19

rejected for reasons as under

Accountant

Executive Engineer,
DIVISION.

S. Y. 200.

(to be printed on open folio)

Register of expenditure against "Military Engineer Services" budget grants.

Heads of Charges

Division.

(i) *First page—*(a) For "Province" at the top, *substitute* "Government".(b) In the title "Exchange Account of Sub-Audit Officer, Military Engineer Services," for "Sub-Audit Officer" *substitute* "Sub-Account Officer".(ii) *Second page—*(a) In the heading at the top for "Sub-Audit Officer" *substitute* "Sub-Account Officer".(b) For the Major head "XXXVI—Defence Receipts—Effective" *substitute* "XLVII—Defence Receipts—Effective".(iii) *Third page—*For "Province" at the top, *substitute* "Government".(b) For the Major head "48—Defence Services—Effective" *substitute* "58—Defence Services—Effective"(iv) *Twelfth page—*For the Major head "XXXVI—Defence Receipts—Effective Revenue" *substitute* "XLVII—Defence Receipts—Effective Revenue"

[Book of Account Forms, 1st Edn. (Rep.), No. 261, dated the 2nd June 1941.]

No. _____

Dated — the _____ 19 .

PROVINCE.

Services _____ for the month of _____ 19 .
CHARGES.

Accounts	Reference to detailed Schedule accom- panying.	Current month.			Amount to date.		
		Rs.	a.	p.	Rs.	a.	p.
Accounts between Civil and other De- partments (as per details on page 4).							
48—Defence Services —Effective— 8—Military Engineer Services (including stores).							
Total Charges							
closing cash balance—							
GRAND TOTAL							

(Signature).....

(To accompany the monthly account current)

Expenditure against Central Budget grant for Military Engineer Services during the month of _____ 19__

Head of account.		During the month.			During the year up to date.		
		Rs.	a.	p.	Rs.	a.	p.
and A.—Works.							
	(a) Officers' quarters and messes.						
	(b) British Troops						
Accommodation	(c) Indian Troop						
	(d) Miscellaneous						
	(e) Auxiliary and Territorial Forces.						
Hospitals	(a) British						
	(b) Indian						

*Expenditure against Central Budget grant for Military Engine
Services during the month of _____ 19 —contd.*

Heads of account.	During the month.			During the year to date.	
	Rs.	a.	p.	Rs.	a.
Brought forward.					
Head A.—Works—contd.					
(a) Training and Educational Institutions.					
(b) Ordnance Depots .					
(c) Supply and Transport Depots.					
3. Buildings for Depots, etc.					
(d) Medical Store Depots					
(e) Remount Depots .					
(f) Naval including Admiralty buildings					
(g) Defences . . .					
4. Special Works . . .					
(b) Mobilization Works					
(c) Miscellaneous . . .					

Expenditure against Central Budget grant for Military Engineer Services during the month of _____ 19 —contd.

Heads of account.		During the month.			During the year up to date.		
		<i>Rs.</i>	<i>a.</i>	<i>p.</i>	<i>Rs.</i>	<i>a.</i>	<i>p.</i>
Head A.—Works—contd.	Brought forward .						
	(a) Land						
	(b) Roads in Cantonments.						
	(c) Roads ex-Cantonments.						
	(d) Railway sidings						
	(e) Drainage						
	(f) Conservancy						
Furniture and Equipment.	Furniture and Equipment.						
Installations	(a) Water Supply						
	(b) Electrical Installations.						
	(c) Ice-making and Refrigerating.						
	(d) Miscellaneous machinery.						
Total Head A.—Major Works .							

Expenditure against Central Budget grant for Military Engineer Services during the month of _____ 19 _____ —contd.

Heads of account.	During the month.		During the year up to date.	
	Rs.	a.	Rs.	a.
Brought forward				
Head A.—Works— <i>contd.</i>				
1. Army exclusive of services noted below.				
2. Auxiliary Force				
3. Indian Territorial Force				
9. Minor Works				
4. Ordnance Depots (Arsenal and Clothing Factories).				
5. Remount Department.				
6. Medical Store Depots.				
Total—Minor Works.				
Total Head A.—Major and Minor Works.				
10. <i>Losses</i>				

Expenditure against Central Budget grant for Military Engineer Services during the month of _____ 19 —contd.

Heads of account.	During the month.			During the year up to date.		
	Rs.	a.	p.	Rs.	a.	p.
Brought forward .						
B.—Repairs and Renewals—						
1. Buildings						
2. Roads in Cantonments						
3. Roads ex-Cantonments						
4. Furniture						
5. Miscellaneous						
Total B —Repairs and Renewals .						
—Maintenance and operation of installations—						
1. Water supply						
2. Electrical Installations						
3. Ice Plants						
4. Miscellaneous Plants						
Total C.—Maintenance and operation of plants .						
—General Charges—						
1. Rent for hired buildings						
2. Payments on account of compensation for quarters.						
3. Rates and Taxes						
4. Payments for railway sidings and platforms .						
5. Rent for land						
6. Care of vacant buildings						
7. Miscellaneous						
Total D.—General Charges .						

*Expenditure against Central Budget grant for Military Engineer
Services during the month of _____ 19 —contd.*

Heads of account.	During the month.			During the year up to date.		
	Rs.	a.	p.	Rs.	a.	p.
Brought forward						
E.—Establishment—						
1. Direction (A. H. Q.)						
2. Administration (Commands)						
3. General Executive						
4. Electrical and Mechanical						
5. Barrack Department						
6. Exchange on Home Expenditure						
7. Debits on account of Establishment charges						
8. Credits on account of Establishment charges						
Total E.—Establishment						

Expenditure against Central Budget grant for Military Engineer Services during the month of _____ 19 ____—concl'd.

Heads of account,	During the month.			During the year up to date.		
	Rs.	a.	p.	Rs.	a.	p.
Brought forward						
1. Tools and Plant—						
1. Expenditure on new supplies and repairs						
2. Debits on account of Tools and plant charges						
3. Credits on account of Tools and plant charges						
Total—Tools and plant						
2. Suspense—						
1. Stock						
2. Stores purchases in India						
3. Stores purchases in England						
4. Manufactures						
5 Workshops						
Total—Suspense						
Deduct—English cost of Stores						
3.—Exchange on Home Expenditure on Stores—						
Fractional differences						
Net outlay in India						

(To accompany the monthly account current.)
Receipts.

Credits.	Heads of account.	During the month.			During the year up to date.		
		Rs.	a.	p.	Rs.	a.	p.
XXXVI.—Defence Receipts Effective Revenue—							
VIII.—Military Engineer Services (including stores).							
1.	Rent of buildings						
2.	Rent of furniture						
3.	Sales of buildings						
3(a)	Receipts transferred from Suspense Fund .						
4.	Sales of furniture						
5.	Sales of tools and plant						
6.	Sales of produce						
7.	Sales of old materials						
8.	Value of materials received from old buildings.						
9.	Unclaimed deposits						
10.	Fines, refunds and miscellaneous						
11.	Electrical payments						
12.	Water supply payments						
13.	Payments on account of ice						
	Fractional differences						
	TOTAL						

[Book of Account Forms, 1st Edn (Rep.), N^o 262, dated the 2nd June 1941.]

1. CUTS PLACED UNDER OBJECTION UNDER MORE THAN ONE HEAD OF OBJECTION.

[illegible]

(i) For the reference “ (Art. 739 and Art. 858 II, Audit Code)” at the top, substitute “ (See Paras. 532, 705 and 706, Audit Manual)”.

(ii) For the word "Province" at the top, substitute "Government".

[Book of Account Forms, 1st Edn. (Rep.), No. 263, dated the 2nd June 1941.]

Audit
Test Audit note on the accounts of the _____ Division
for the month of _____ 19 _____.

No. , Dated 19 .

Forwarded to the Executive Engineer _____
 _____ Division, for necessary action and early
 return, accompanied by _____ vouchers.

(Signature.)

(Designation.)

No. , Dated 19 .

Returned to the Accountant General _____
with _____ vouchers.

(Signature.)

(Designation.)

S.Y. 203 (Outer) 2nd and 3rd page and S. Y. 203 (Inner sheet 4 Pages).

No. of Item.	Remarks by Accountant General.	No. of Item	Replies by Executive Engineer.	No. of Item.	How disposed of.

Form No. S. Y. 205—

(i) For the reference "(See Art. 755, Audit Code.)" at the top, substitute "(See Para. 559, Audit Manual)".

(ii) In the heading of the form for "P. W. Division" substitute "P. W. Division."

(iii) For the heading of column 6 substitute "Date on which taken up".

(Book of Account Form, 1st Edn. (R.P.), No. 265, dated the 2nd June 1911.)

(Monthly Accounts, Audit Notes and

intendent

Serial No.	Date of receipt	No. and date of receipt	Actual date of receipt	Date taken up	Date of completion	Date of passing by superior officer	Date of passing by U. O.	Date of passing on to Comptroller Department	Date of posting in audit register	OPERATION STATEMENTS AND REMINDERS.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
										Date of final disposal	Date of receipt of reply	Date of reminder	No and date of issue	Objection stated I. Re-order	Date of posting of objection book and audit register	No and date of issue	Date of reminder	Date of receipt of reply	Date of final disposal	Remarks																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
										Audit Note I. Re-order																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													

Page 223, Form No. S. Y. 207—

(i) For the reference "(See Art. 755, Audit Code.)" at the top, substitute "(See Para 548, Audit Manual)".

(ii) For the heading of column 5 substitute "Date on which taken up."

(Back of Account Forms, 1st Edn. (Rep.), No. 268, dated the 2nd June 1941.)

April	19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
-------	----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

N. E.—Months for October to March are to be printed on reverse.

(1) For the reference "(Sec. Art. 765, Audit Code)" at the top, substitute
 "(See Part 533, Audit Manual)"

(11) In the heading of the form for "193" substitute "19 -19 -".

(Book of Account Form, 1st Edn. (Rep.), No 207, dated the 2nd June 1941.)

Form 193 1/2 in the Public Works Dept.

CLASS OF OBJECTION.

Balance on 31st March 19 -

APRIL.

Amount
objected
to.

Amount
cleared.

13 columns same as
April for months from
May to March, March
final and supplementary
with folding space
after August.

(i) For the reference "(See Arts. 834 and 835, Audit Code.)" at the substitute "(See Paras. 680 and 681, Audit Manual)".

(ii) For item 4 "Half-yearly Register of stock and Register of Tool Plant" substitute "Periodical Returns of Stock and Tools and Plant".

[Book of Account Forms, 1st Edn. (Rep.), No. 268, dated the 2nd June 1941.]

Divisions from the Accountant General's Office.

Division _____

1. Monthly accounts complete with Schedule Dockets and Vouchers, foils of paid cheques for the month of
 - (a) Cheque foils
 - (b) Schedule Dockets
 - (c) Audit Note, etc.
2. Abstract T. A. bills for the month of
No. of bills.
3. Account of interest bearing securities for the year.
4. ~~Half-yearly Register of stock and Register of Tools and Plant.~~ ✓
5. One major work or two minor works selected for complete analysis and examination with Schedule Dockets and Vouchers.
No. of Schedule Dockets.
6. Special point for investigation noticed in course of audit _____

No. 269.

Page 225, Form No. S Y 210—

For the reference "(See Article 861, Audit Code.)" at the top, substitute "(See Para. 704, Audit Manual.)"

[Book of Account Forms, 1st Edn. (Rep.), No. 269, dated the 2nd June 1941.]

Confidential report on the work and qualification of the Divisional Accountant, by the Inspecting Officer.

Name of Division _____

Name of Accountant _____

Opinion formed by the Inspecting Officer, together with a few brief remarks regarding the state of the Divisional Accounts.

Dated _____, the _____ 19 _____ Inspecting Officer.

Page 226, Form No. 211—

(i) For the reference "(See Art. 864, Audit Code.)" at the top, substitute "(See Para. 707, Audit Manual)".

(ii) In the second endorsement, insert the word "Circle" at the end of the blank space after "Superintending Engineer".

(iii) In the fifth endorsement, for "the local Government" substitute "Government".

No. _____ Dated _____ the _____ 19 ____
Forwarded to the Ex. Engineer _____ Division for necessary expenditure
return through the Superintending Engineer within _____
copies of the inspection report are enclosed.

Signature,
Designation

No. _____ Dated _____ the _____ 19 ____
Returned to the Accountant General _____ duly replied to through the S
tending Engineer, _____

Executive Engineer,
Division

No. _____ Dated _____ the _____ 19 ____
Transmitted to the Accountant General _____
column 1 duly filled in.

Superintending Engineer,
Circle.

No. _____ Dated _____ the _____ 19 ____
Submitted to the Secretary to the Government of _____ for information
orders, in continuation of this office endorsement No. _____ dated the _____

2. Special attention is invited to paragraphs _____
of the report.

Signature,
Designation.

No. _____ Dated _____ the _____ 19 ____
Returned to the Accountant General _____ with the orders of the
Government.

Signature,
Designation.

No. _____ Dated _____ the _____ 19 ____
Forwarded to the Executive Engineer _____ Division through the Super
sintending Engineer _____ Circle for information and re
action.

Signature,
Designation.

No. _____ Dated _____ the _____ 19 ____
Transmitted to the Executive Engineer _____
for information and necessary action.

Superintending Engineer,
Circle.

No. _____ Dated _____ the _____ 19 ____
Noted and returned to the Accountant General _____

Executive Engineer,
Division

Page 227, Form No. S. Y. 212—

(i) For the reference "(See Art. 864, Audit Code.)" at the top, substitute "(See Para. 707, Audit Manual.)".

(ii) For the heading of the last column substitute "Orders of Government".

[Book of Account Forms, 1st Edn (Rep), No. 271, dated the 2nd June 1941.]

Serial No. of Paragraph of Report.	Inspecting officer's remarks.	Executive Engineer's Explanation.	Superintending Engineer's remarks and orders.	Accountant General's final remarks.	Orders of Government's orders. <i>Orders of Govt</i>

No. 272.

Page 227, Form No S. Y 213—

(i) For the reference "(See Art. 103, Account Code.)" at the top of the form substitute "(See Art. 151, Account Code, Vol. IV)".

(ii) For the word "Province" at the top, substitute "Government".

[Book of Account Forms, 1st Edn. (Rep), No. 272, dated the 2nd June 1941.]

Statement of receipts and charges for Archaeological Works during the month of _____ 19 .

Item No.	Division.	Locality.	Name of work, i. e., full name as given in the estimate.	Works expenditure	Total	Remarks

Signature.

Designation

S. Y. 213-A.

(To be printed on foolscap folio.)

(Obverse.)

To be returned in original with reply noted in right hand column.

Office of the

REPLY.

No. dated the 19 .

To

To

The undersigned has the honour to forward for
favour of verification, countersignature and
returning

of the sum claimed.

The details of these Exchange Account
ouchers are given on the reverse.

The amount has been adjusted in the accounts
of this office for 19 under
and necessary notes may be made in your
register.

2. The invoices may be retained in your office
and the month in which the amount in question
has been accounted for by you may be pointed
out.

3. All the Railway Warrants voted on the
reverse shall be returned in one bundle includ-
ing those countersigned by other officers. If,
however, it is necessary to take back any for in-
vestigation and subsequent return, it is re-
quired that the following particulars in respect
thereof may be furnished with your reply—

1. Date of issue.
2. Serial No. given by the Railway to the
Railway Warrant.
3. Station from
4. Station to
5. Amount

S. Y. 213-A—*contd.*

4. The particulars or documents asked for on the reverse may also kindly be furnished.

5. The circumstances under which passage warrants for sums less than Rs. _____ have been issued may kindly be explained.

6. A certificate to the effect that the concession of free tickets was not availed of by any policeman more than once in three years should be furnished.

7. A statement showing the ad allowances, if any, should be furnished. As the claims of Government against Railways should be preferred within six months from the date of presentation of bill by the Railway Administration to this office (Civil Account Code, Article 8 (b) note,) steps should be taken to return the warrants to this office within one month from the date of receipt.

8. The _____ warrant noted below _____ has _____ warrants noted on the reverse _____ have been omitted from the list of warrants for _____ please furnish a supplementary statement now and avoid such omissions in future.

9. In the _____ case _____ noted on the reverse the _____ amount _____ amounts shown in the Railway warrants _____ does _____ do not agree with _____ that _____ those shown in the list of warrants. The _____ discrepancy _____ may please be examined.

Signature.

Designation.

The sentence in italics should be cut out when the form is used in the Assam Office.

(Reverse.)

Details of credit notes

- (i) Delete the reference "(See App. 7, Rule 15, C. A. C., Vol. I.)" at the top.
 (ii) In line 3 of the Memo for the word "you" substitute "him".

[Book of Account Forms, 1st Edn. (Rep.), No. 273, dated the 2nd June 1941.]

FROM

THE

To

THE EXECUTIVE ENGINEER,

DIVISION.

No.

, dated the

19

Has the honour to request the favour of being informed of the dates which possession of the lands acquired for the work noted below was handed over to ~~you~~ ^{him}. This may be done by filling in the last column below.

(Signature)

(Designation)

No. and date of Notification.	No. and date of Statement.	Name of work.	Amount.	Date on which possession of land was handed over to P. W.
1	2	3	1	3
			R	A. R.

No. _____, dated _____ 19

Returned duly filled in.

Executive Engineer,

Division.

To

THE

For the reference "(See Para. 574, Rule 2, P. W. Account Code)" at the top, substitute "(See Art. 230, Note 2, Account Code, Vol. III)".

[Book of Account Forms, 1st Edn (Rep.), No 274, dated the 2nd June 1941.]

~~(See para. 524, Kula v. N. American, Inc.)~~

(To be printed on foolscap folio lengthwise--both sides)

ment showing the expenditure incurred by the Public Works Department at the end of _____ 19 , on Contribution Works.

Name of work.	Amount of Estimate	Amount of Contribution.	Expenditure during	Expenditure to end of	Unspent balance at end of	REMARKS.

No. _____, dated the _____ 19__.

Forwarded to _____ for information, with reference to _____

File of the _____

(Signature)

(Designation)

Page 232, Form No. S. Y. 216—

For the reference "(See Para. 580, P. W. Account Code)" at form, substitute "(See Art 197, Account Code, Vol. III)".

[Book of Account Forms, 1st Edn. (Rep.), No. 275, dated the 2nd Jun

(To be printed on foolscap folio.)

To be returned in original with reply.

No.

Dated _____, the _____ 19 ____

FROM

THE _____

TO

THE _____

Reply.

No.

Dated _____, the _____ 19 ____

FROM

THE _____

TO

THE _____

SIR,

I have the honour to acknowledge the receipt of your letter of the _____ inst.

2. If any of them cannot be adjusted at a very early date, brief explanation as to the cause of delay may be intimated.

Name of contractor.	Amount.	Month from which outstanding.

I have the honour to be,

Sir,

Your most obedient servant.

(Signature.)

(Designation.)

Page 233, Form No. S. Y. 217—

(i) For the reference "(See Para. of the P. W. D. Code)" at the top of the form, substitute "(See Para. of the P. W. D. Code)".

(ii) In paragraph 1 of the Memo. for "Advice, W. B. O." substitute "Advice, T. E. O.".

(iii) In para. 2 of the Memo. for "para. of the P. W. D. Code" substitute "para. of the P. W. D. Code".

[Book of Account Forms, 1st Edn. (Rep.), No. 276, dated the 2nd June 1941.]

to be returned in original with the reply noted in the right hand column,

Office of the ———— Office of the ————

No.

No.

Dated ————, the ———— 19 ———— Dated ————, the ———— 19 ————

Enclosure ————

Person

The ————

—————

—————

—————

—————

Memo.

Reply.

There is no estimate and appropriation for work

—————

—————

which Bill No. ———— Advice, W. B. O.

and ————, for Rs. ———— been charged

Please comply with the orders contained in para. — of the P. W. D. Code and explain if you have not done so already

(Signature)

(Signature)

(Designation)

(Designation)

And/or

Page 231, Form No. S. Y. 217-

In the last line of the 1st
Department Code".

[Book of Account Forms, 1st

APPROPRIATION

No

FROM

THE ACCOUNTANT GENERAL,

TO

THE SUPERINTENDING ENGINEER, CIRCLE.

THE SECRETARY TO GOVERNMENT OF , PUBLIC WORKS DIV

SIR,

I have the honour to report that the Executive Engineer, Division
has incurred to end of 193 , without ^{estimate} _{appropriation} or in excess of
^{estimate} _{appropriation} expenditure, as detailed in the attached statement, and that he has
failed to send to this office the necessary advance intimation regarding the
liability to be incurred in each case, as required by paragraph of the
Public Works Department Code.

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Accountant General.

No. , dated

Copy communicated to the

Deputy Accountant General

List of Works on which outlay has been incurred by the Executive Engineer, Irrigation, within or in excess of the amount required by or appropriation and for which no advance intimation has been received in the Audit office as required by paragraph , Public Works Department Code.

Item Number.	Name of work or particulars of each item.	Amount				Remarks.
		Of estimate or item.	Expended up to date.	Of Appropriation during the year.	Expended during the month.	
		Rs.	Rs.	Rs.	Rs.	

In line 1 of the letter, insert blank space before "Public Works Department Code".

[Book of Account Forms, 1st Edn. (Rep.), No. 278, dated the 2nd June 1911.]

OFFICE OF THE ACCOUNTANT GENERAL

Dated the 193

No.

FROM

THE ACCOUNTANT GENERAL,

To

THE SUPERINTENDING ENGINEER, CIRCLE.
THE SECRETARY TO THE GOVERNMENT OF ——— PUBLIC WORKS

SIR,

With reference to paragraph of the Public Works Department I have the honour to append a list of works on which the Executive Engineer is incurring liabilities without ^{estimate} appropriation or in excess of ^{estimate} appropriation.

2. I request that necessary steps may be taken to regularise the execution of the works referred to.

I have the honour to be

Sir,

Your most obedient servant

Deputy Accountant General

No. , dated

Copy communicated to the

Deputy Accountant General

List of works for which intimation has been received in the Audit office from the Executive Engineer,
 of liabilities to be incurred without or in excess of estimate on appropriation—vide paragraph
 Department Code.

Item number.	Name of work.	Total approximate amount of liability likely to be incurred.				Name of authority and number and date of written order authorizing the execution of the work and the incurring of the liability.	Remarks.
		Without estimate.	Without appropriation.	In excess of estimate.	In excess of appropriation.		
		Rs.	Rs.	Rs.	Rs.		

In line 5 of the letter
ment Code".

[Book of Account Form

GENERAL.

Dated the 193 .
No. .

FROM

THE ACCOUNTANT GENERAL,

TO

THE SUPERINTENDING ENGINEER, CIRCLE.
THE SECRETARY TO THE GOVERNMENT OF _____, P. W. D.

SIR,

I have the honour to append a list of works on which expenditure with
estimate or in excess of estimate still continues to be incurred
ion, approximate total amount of
liability to be incurred in each case, as required by paragraph of the P
Works Department Code. _____

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Accountant General

No dated

Copy communicated to the

Deputy Accountant General

List of works on which outlay continues to be incurred by the Executive Engineer, Division, without or in excess of estimate or appropriation and for which no advance intimation has been received in the Audit office, as required by paragraph , Public Works Department Code

Item No.	Name of work, etc.	Month of first objection.	Month of last objection.	Reference to last special report.	Of estimate or item.	Expended up to date.	Of Appropriation during the year.	Expended during the month.	Remarks.
					lis.	Rs.	lis.	Rs.	

S. Y. 221 (Outer.)
(To be printed on foolscap.)

Office of the _____

No. _____

Dated _____, the _____ 19 ____

Forwarded to the _____
_____ for favour of early reply

(Signature.)

(Designation.)

Office of the _____

No. _____

Dated _____, the _____ 19 ____

Returned to the _____
_____, with reply

(Signature.)

(Designation.)

[S. Y. 221 (Outer) 1st and 3rd pages.]

[S. Y. 221 (Inner) 4 pages.]

Remarks on the Return of Sanctioned Estimates
of the _____ Circle for _____ 19 ____

Register No. of Fabrication.	Division.	Service Head.	Remarks.	Replies.	Disposal.

S. Y. 222.

(To be printed on foolscap folio.)

(Obverse.)

OFFICE OF THE _____

No. _____

Dated _____, the _____ 19 .

THE _____
_____THE TREASURY OFFICER,

I have the honour to request that you will verify the list on the reverse
 owing the $\frac{\text{credits}}{\text{debits}}$ under I.—Remittances into Treasuries in your treasury accounts
II.—Cheques of F. W. Officers
 _____ and the corresponding $\frac{\text{debits}}{\text{credits}}$ in the accounts
 the Divisional Officer, _____ Division, and return this
 at your earliest convenience with your explanation of the difference
 therein.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature.)

(Designation.)

S. Y. 222.—*contd.*

(Reverse.)

Payments into treasuries by Officers of the P. W. Department.

Month.	Treasury credit	P. W. debit.	Difference.	Explanation.

Cheques of the P. W. officers.

Month.	Treasury debit.	P. W. credit.	Difference.	Explanation.

No _____, dated _____ the _____ 19 .
 Returned duly verified with necessary explanations.

(i) For the word "Province" at the top, substitute "Government"

(ii) In the heading of column 5, for the word "chargeable" substitute "debitable"

(Book of Current Forms, 1st Edn (Rep.), No 282, dated the 2nd June 1911)

Commissioner.

Name of Dir. Indent.	Brief abstract of articles indent. for.	Name of agent.	Head against which charged, abn.	Approximate value.	Funds hypothecated			No. and date	Name of ship.	Amount.		Exchange value	Month.	Amount.	Month of next adjusment against estimate.	How and when adjusted.	Exchange value.
					Official year.	Cen. tral.	Pro- vincial			£	s. d.						
						Rs.	Rs.			£	s. d.	Rs. a. p.		£	s. d.		Rs. a. p.

For the reference "(See Arts. 703-704, Audit Code)" at the top, and
 "(See Paras. 500-501, Audit Manual.)"

(Book of Account Forms, 1st E in (R. P.), No. 233, dated the 2nd June 1941)

(To be printed on foolscap folio)

To be returned in original with reply in the right hand column.

OFFICE OF THE
 Dated _____ 19

REPLY No. _____
 Dated _____ 19

THE DIVISIONAL FOREST OFFICE.,

To
 THE

The items noted below have been debited
 credited in the treasury schedules

Forest cheques paid
 Forest remittances credited during the month of _____, 19
 debits for the amounts are not traceable in your accounts received
 to date.

2. Please credit the items in your accounts in communication with the treasury officer, if necessary, and advise me of your having done so on an early date, explaining at the same time the circumstances in which you omitted to credit the amounts of the cheques in your account.
- 2 Please let me know in what month account the amount in question has been shown by you. If the amount has not yet been adjusted, please credit the items under the proper Revenue Sub-head _____ by debit to Forest Cash Remittances in your accounts now open, in communication with the treasury officer concerned if necessary.
- 3 A very early reply is requested.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)
 (Designation)

Details of debits as shown in the treasury accounts.
 credit.

Date of Payments receipts	No. and date of cheque or chalan	By whom drawn paid.	Name of Treasury Sub-treasurer.	Amount.

"Reve
Cheques

(iii.

Accounts

Accounts "

column head

[Book 4

Month.

Audit Code.)
cap folio.)

ounts 19 -19 .
Treasuries.

Write-
back in
Treasury
Accounts.

Debits in
Forest
Accounts.

Total.

Clos-
Bals

April 19 .

May " .

June " .

July " .

August " .

Septem-
ber " .

October " .

Novem-
ber " .

Decem-
ber " .

Jann-
ary " .

Febru-
ary " .

March "

Do. Final

For the reference "(See Art. 701, Audit Code)" at the top, substitute
 "(See Para. 501, Audit Manual.)"

[Book of Account Forms, 1st Edn. (Rep.), No 285, dated the 2nd June 1941.]

To be returned in original with reply noted in the right-hand column.

<p>OFFICE OF THE</p> <p>Dated _____ the _____ 19 .</p>	<p>REPLY No.</p> <p>Dated _____ the _____ 19 .</p>
<p>THE TREASURY OFFICER,</p> <p>_____</p>	<p>To</p> <p>THE</p> <p>_____</p>
<p>The Officer in charge of _____ Forest Division has <u>debited</u> in <u>credited</u> accounts for the month of _____ the items noted below, corresponding <u>credits</u> for which are not traceable in the <u>debits</u> accounts rendered by you to this office. Please advise me of the particulars of your <u>credits</u> for the amounts in question, in communication with the Divisional Forest Officer if necessary.</p> <p>2. The chalan (s) received in support of the debit is/are herewith for reference and return.</p> <p>3. A very early reply is requested.</p> <p>I have the honour to be,</p> <p>SIR,</p> <p>Your most obedient servant,</p> <p>(Signature.)</p> <p>(Designation.)</p> <p><i>Details as shown in the Forest Accounts.</i></p>	

Date of debit. credit.	No. and date of challan cheque	By whom paid drawn	Name of Treasury Sub- treasury.	Amount.

For the reference "(See Art. 705, Audit Code)" at the top, substitute "Para 502, Audit Manual"

[Book of Account Forms, 1st Edition (Rep.) No. 287 dated the 2nd June 1941]

FOREST DEPARTMENT.

Register of Inter-Divisional Transfers, 19 -19 .

Month.	Opening balance.	Debits.	Total.	Credits	Closing balance.	Certificate of Agreement.
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						

For the reference "(See Art. 705, Audit Code) at the top, substitute Para. 502, Audit Manual)

(Book of Account Form No. 1 of the Dept. No. 287 dated the 2nd June 1941)

FOREST DEPARTMENT.

Register of Inter-Divisional Transfers, 19 -19 .

Month.	Opening balance.	Debit.	Total.	Credits.	Closing balance.	Certificate of Agreement.
April .						
May .						
June .						
July .						
August .						
September .						
October .						
November .						
December .						
January .						
February .						
March .						

S. Y. 231.

(See Art. 21, Forest Account Code.)

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE

REPLY NO.

Dated ———, the ——— 19 —.

Dated ———, the ——— 19 —.

THE OFFICER IN CHARGE,

FOREST DIVISION.

To

THE

1. In the Cash Account of the ——— Division for ———, the sums noted below have been credited under "Inter-Divisional Transfers" with your Division, but the responding ^{debts} credits are not traceable in your accounts received up to date.

2. Please state the month's account in which the amounts in question have been adjusted by you.

3. An early reply will oblige.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature.)

(Designation.)

Cash Account ——— Division for ——— 19 —.

Particulars.

Amount.

Rs

a.

p.

S. Y. 233.

(To be printed on fool-cap folio.)

ent of Credits under Forest Remittances in the books of the _____
Debits _____, during the month of _____ 19 .

Name of Treasury.	Amount as per accompanying schedule.	Remarks.
TOTAL .		

Book for verification

. Verified

Senior Accountant

Senior Accountant, Book.

Forwarded to the Senior Accountant, Forest Branch.

Senior Accountant

Page 258, Form No. S. Y. 234—

(i) For the reference "(See Forest Department Code.)".

(ii) In the heading "Outstandings etc.," for "Disbursors"

(iii) For the heading of column 1, $\frac{F}{S}$

(iv) In the heading of column 3 for coveries in cash".

[Book of Account Forms, 1st Edn (Rep

District.	DEPARTMENT DEBITOR.			At close of year
	At commencement of year.	Recoveries cash and value of supplies and work done during the year.		
1	2	3	4	

234.

Code, Form No. 27.)

open foolcap.)

CIRCLE.

tors and Disbursors for _____ 19

DEBIT CREDITOR.		BALANCE DUE.		REMARKS.
Payments made during year.	At close of year.	To Department (Outstanding).	By Department (Liabilities).	
6	7	8	9	10

(i) For the reference "(See Art. 85, Audit Code.)" at the top, substitute "(See Para 56, Auditor General's Manual of Standing Orders.)".

(ii) For the instruction "*Here enter Supply Bills, R. T. Rs., Cheques, etc., etc., etc." below the heading of the form substitute, "* Here enter Cheques Military Treasure Remittances etc etc, etc"

(Book of Account Forms, 1st Edn R. P. No. 292, dated the 2nd June 1911).

STOCK BOOK OF FORMS OF *

*Here enter Supply Bills, R. T. Rs.

RECEIPT INTO STOCK.						ISSUES
Date.	From whom	NUMBERS.		SERIAL NUMBER OF FORMS		Date.
		Books.	Forms.	From	To	

235.

Audit Code)

on open foolscap)

ON IMPERIAL BANK.
TREASURIES.
 cheques, etc., etc., etc.

FROM STOCK.				Balance on receipt or issue.	Initials of G. O.	Number and date of acknow- ledgment	REMARKS.
To whom.	NUMBERS.		SERIAL NUMBERS.				
	Books	Forms.	From	To			

S. Y.

(See Art. 93, Audit)

(To be printed on

Register of Delivery of Books, Manuals,

Name of the Book

Numbers of copies received

on

on

on

on

on

on

Person, Department or Section.	Number of copies supplied.	(a)							
		Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.

No. 293.

Page 260, Form No. S. Y. 236—

For the reference "(See Art. 93, Audit Code.)" at the top, substitute
 "(See Para. 65, Auditor General's Manual of Standing Orders.)"

[Book of Account Forms, 1st Edn. (Rep), No 293, dated the 2nd June 1911]

www.p

open foolcap with fly leaves.)

Codes, Correction Slips, etc.

Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	REMARKS.

care enter the numbers of the correction slips

S. Y.
(To be printed
(General Diary
Monthly

Quarterly

Half-yearly

Annual

[illegible]

37.
* open foolscap.)
* returns.)
Erns.

[illegible]

(See Art. 93, Audit

(To be printed on

Register of Delivery of Books, Manuals,

Name of the Book

Numbers of copies received

on

on

on

on

on

on

Person, Department or Section.	Number of copies supplied.	(a)							
		Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.

No. 293.

Page 260, Form No. S Y. 236--

For the reference "(See Art 93, Audit Code.)" at the top, substitute
 "(See Para 65, Auditor General's Manual of Standing Orders.)".

[Book of Account Forms, 1st Edn (Rep), No 293, dated the 2nd June 1911].

Notes:

open foolscap with fly leaves.)

Codes, Correction Slips, etc.

Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	Dated initials of receiver.	REMARKS.

cases enter the numbers of the correction slips

Substitute the following for this form.—

No. S. Y. 239

No.

To

The

Military Treasure Remittance Forms ..No.

to

Cheque forms for on the Bank ..No

to

Do. do. on other Treasuries No.

to

Cash Order Forms No

to

G.O.

Office of.

19

Sir,

In compliance with your Indent No. dated

I beg to advise the despatch to you to-day, by....., of the forms as per accompanying Receipt, which I request you will return to this office with your signature affixed thereto after ascertaining that the forms are correct.

I have the honour to be,

Sir,

Your obedient servant,

(Signature)

(Designation)

To

The

No.

Received from the

Military Treasure Remittances Forms ..No.

to

Cheque forms for on the Bank ..No.

to

Do. Do. on other Treasuries No

to

Cash Order FormsNo.

to

I have examined the above forms, and have found the numerical sequence unbroken.

ation.....

ate.....

(Signature)

(Designation)

[Book of Account Forms, 1st Edn. (Rep.). No. 294, dated the 2nd June 1941].

sequence unbroken.

Station

Date

(Signature)

(Designation)

(To be printed on $\frac{1}{2}$ foolscap folio.)

First
Second **CIRCULATION OF DAK.**

Dated _____ H. M.

Total Number of Letters _____

Dak opener.

Officer.	initials.	Time.
A. G.		
D. A. G. 1		
D. A. G. 2		
A. A. G. 1		
A. A. G. 2		
A. A. G. 3		
A. A. G. 4		
A. A. G. 5		
Examiner L. A.		
Examiner O. A.		
Probationer 1		
Probationer 2		
Probationer 3		
A. A. O. 1		
A. A. O. 2.		
A. A. O. 3.		
A. A. O. 4		
A. A. O. 5		

Received in the Record Departme _____

Officer in Charge of Record.

N. B.—After circulation, this slip will be retained in Record for a month only.

S. Y. 242.

(To be printed on Post Card size paper.)

(Obverse.)

OFFICE OF THE _____

19 .

Has the honour to state that his

_____ dated _____ has been forwarded

disposal.
whom it is intended

(Signature)

(Designation)

(Reverse.)

ON HIS MAJESTY'S SERVICE

To _____

S. Y. 243.

(To be printed on foolscap folio.)

Circulation Slip.

No. _____ Dated _____ the _____ 19 .

The papers noted below are circulated herewith for _____
and ultimate return to the issuing section within _____
days of the date of issue.

Inward Dy. No. _____

Subject _____

Signature _____

Designation _____

Section or Department Name and address of Auditors and name of Audit Circle.	When received date and hours.	When passed on date and hours.	Initials of Senior Accountant. Auditors in token of necessary action having been taken.

S. Y. 244.
(To be printed on foolscap.)

Transit Book of Miscellaneous Undivided Documents

Section.

Date of receipt.	Serial No.	From whom received.	Number and Date		Nature of document.	No. of enclosures.	When made over to section	Initials of receiving clerk.	Disposal.		Initials of Superintendent.	Initials of clerk responsible for filing.	Remarks.
			Number.	Date.					Date.	Manner.			
1	3	3	4	5	6	7		9	10	11	12	13	14

S. Y. 245.

(To be printed on foolscap folio.)

Index to Bundle Registers.

Page No.	Bundle No.	Subject.	Remarks.

S. Y. 246.

(To be printed on foolscap folio.)

Call for Records.

SUPERINTENDENT

Please return the following Records issued to your Section on requisition as they are already overdue.

Record Clerk.

Supdt., Record.

Particulars of Records.	To whom issued.	Date of Issue.
-------------------------	-----------------	----------------

Page 267, Form No. S. Y. 246—

No. 295.

(i) For the sentence "Please return the following records ... overdue" substitute the following —

"Please return the following records issued to your Section on requisition as they are already overdue, and note the date of return or the cause of delay if they cannot be returned."

(ii) Add a new column headed "Date of return or Explanation of cause of delay" at the end.

[Book of Account Forms, 1st Edn. (Rep.), No. 295, dated the 2nd June 1941].

Register of Bundles

Date when dispatched.	Description of papers sent.	To whom sent.	Reminded on.	When returned.	Remarks.

[Book of Account Forms, 1st Edn. (Rep.), No 296, dated the 2nd June 1941]

[illegible]

S. Y. 250.

(To be printed on foolscap.)

[1st page.]

[2nd and 3rd page have same columns as in the 1st page.]

Memo.

URGENT.

The Superintendents of the following departments are requested to report (through their respective Gazetted Officers) on the state of work in their departments, for the information of the _____, with reference to the proposal that the office should be granted a holiday on _____ the _____ on account of _____

Dated _____ *19* .

Superintendent _____

Name of department.	Superintendent's remarks respecting arrears in the department.	Gazetted Officer's remarks or initials.

In items (2) and (3) of clause (b) of para. 1 for "the local Government substitute "Government".

[Book of Account Forms, 1st Edn. (Rep.), No. 297, dated the 2nd June 1941]

to allow the members of the office establishment the holiday mentioned below :—

(a) Name of holiday and date on which " " to be observed.

(b) Class of holiday :—

(1) Prescribed by the N. I. Act.

(2) Notified by the Local Government under the N. I. Act.

(3) Announced by the ~~Local~~ Government for—

(a) All classes.

(b) One class only, viz. :—

(4) Special or local.

(c) Whether included in the sanctioned list of holidays for Account Offices.

2. The report on the state of work in the office is herewith submitted and last year's orders are also put up.

Dated _____ 19 . Superintendent _____

Submitted to the _____ through the _____

Orders of the Head of the Office :—

The orders above are circulated for the information of the Gazetted Officers and Superintendents.

Dated _____ 19 Superintendent _____

S. Y.

To be printed on open

Despatch Register of Books

Name of book, etc.,

[illegible]

anal, Cod¹, Correction Slips, etc.

[illegible]

S. Y. 257-A.

ACCOUNTANT GENERAL'S OFFICE

Invoice No. Invoice No.
 ACCOUNTANT GENERAL'S To
 OFFICE THE

.....193 .

Received from the Accountant General, the contents
 below :—

Number of copies of correction slips in each.	Serial number of correction slips.	Correction slips to	Number of copies of correction slips in each.	Serial number of correction slips.
		Audit Code. Account Code. P. W. A. Code. Civil Account Code, Vol. I. Civil Account Code, Vol. II. Government Securities Manual. Manual of Appointments and Allowances. List of Treasuries and Sub-treasuries. Book of Forms.		At Ac P. Civ Civil Govt M Manual m em List of Sub Book of

N. B.—The return of this receipt
 by return of post is required.

To

The

.....

.. ..

Station.....

District.....

Dated... .. 193 .

Signature

Designation

Section.....

Name of applicant

Date of joining the section

Number of days Casual Leave taken in previous year

Number of days earned as Compensation leave.....

Date of application.	Number of days Casual leave applied for.	Grounds of application.	Superintendent's recommendations.	Gazetted Officer's order.	Progressive totals of leave granted.	Remarks.
1	2	3	4	5	6	7

Office of the

Office of the

No.

, the _____ 19__.

No. 300.

Page 281, Form No. S. Y. 261--

In the body of the letter

(i) In line 1 for rule 20 substitute "rule 21".

(ii) In line 2 for "Postal Insurance Fund" substitute "Post Office Insurance Fund";

(iii) in line 4 for the word "clerk" substitute "_____";

[Book of Account Forms, 1st Edn. (Rep.), No. 300, dated the 2nd June 1941].

Personal marks, etc., for identification:—

Height—

Complexion—

Colour of hair—

No. of eyes—

Figure—

Other distinguishing marks:—

I have, etc.,

G. O.

21

ference to rule 21 of the rules relating to
ace Fund, I have the honour to request that_____ ^{Mr} _____
_____ ^{India} __________ a clerk of this office and to forward
; proposal duly completed and signed in a
_____ to the Post Master General,

Personal marks, etc., for identification:—

Height—

Complexion—

Colour of hair—

No. of eyes—

Figure—

Other distinguishing marks:—

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

(ii) In the heading of column 7, "..."

(U. S. of Account Form, 1st Ed'n (Rev.). No. 702, dated the 2nd June 1941)

for written off.

Serial No.	Name of Employer.	No. and Date of voucher.	Description of charge.	Amount	Waiving the objection or recovery or writing off the amount.	Reference to clause of Act, 1924, G. O.	Initials of Superintendent	Initials of Head of the Office.	Remarks.	
1	2	3	4	5	6	7	8	9	10	11
						265				

(i) For the reference "(See Arts. 202 and 319, Audit Code)" at the top, substitute "(See Art 158, Audit Code and Para. 141, Audit Manual)".

(ii) In the last line of the letter (both foils) for "Articles 86 and 91 of the Civil Account Code Vol I" substitute "Rules/Paras of".

(iii) In the statement (both foils) for the heading of column 2, "Primary unit of appropriation"--substitute "Unit of appropriation".

(Book of Account Forms, 1st Edn (Rep.), No. 303, dated the 2nd June 1941).

and to invite your attention to the responsibility incurred by exceeding the sanctioned appropriation as explained in Articles 86 and 91 of the Civil Account Code, Vol. I.

Article 86 and 91 of the Civil Account Code, Vol. I.

I have the honour to be,
Sir,

Your most obedient servant,
(Signature)
(Designation)

I have the honour to be,
Sir,

Your most obedient servant,
(Signature)
(Designation)

Major, minor and detailed heads.	Primary unit of appropriation.	Appropriation for the year, up to 19.	Expenditure for the year, up to 19.

Major, minor and detailed heads.	Primary unit of appropriation.	Appropriation for the year, up to 19.	Expenditure for the year, up to 19.

cc of the

Dated _____, the _____ 19__.

ave the honour to bring to your notice that your order the heads noted below on account of contract empanelment is proceeding more expeditiously than the appropriation for the year seems to warrant and to invite your attention to the responsibility incurred by exceeding the sanctioned appropriation as explained in Articles 86 and 91 of the Civil Account Code, Vol. I.

(i) For the reference "(See Art 202, Audit Guide)" at the top substitute "(See Art. 155, Audit Guide)"

(ii) In line 7 of the letter (both tails) delete (Art 91, C. A. C. Vol I)"

[Box A of Account Form, let File (Rep't. No 30), dated the 2nd June 1941]

returned with reply on the reverse.)

OF THE

Dated _____, the _____ 19__

To

The

To

The

Sir,

I have the honour to inform you that the expenditure under the heads noted below up to _____, has exceeded the sanctioned appropriation for the current year, and to request that you will let me know, on an early date, what steps you have taken to obtain an additional appropriation to cover the excess and any further expenditure that may be incurred during the current year (Art 91, C. A. C. Vol I). If an additional appropriation has been applied for, the number and date of your application should be quoted.

Noted in the Comptroller's
Register of the Comptroller's
Account and Collection Book.

Auditor.

(Signature)

(Designation)

Sir,

I have the honour to inform you that the expenditure under the heads noted below up to _____, has exceeded the sanctioned appropriation for the current year, and to request that you will let me know, on an early date, what steps you have taken to obtain an additional appropriation to cover the excess and any further expenditure that may be incurred during the current year (Art 91, C. A. C. Vol I). If an additional appropriation has been applied for, the number and date of your application should be quoted.

I have the honour to be,
Sir,

Your most obedient Servant,

(Signature)

(Designation)

Head of expenditure	Appropriation for the year	Expenditure up to	Excess.

Head of expenditure.	Appropriation for the year.	Expenditure up to	Excess.

Register of Alterations in Appropriations from one primary

Major Head -

Minor Head-

Authority.	Original appropriation.	Supplementary appropriations.
------------	-------------------------	-------------------------------

No. 305.

Page 287 Form No. S. Y. 268 -

(i) For the reference (See Art 202 Audit Code) at the top, substitute "See Art 158 Audit Code"

(v) in the heading of the form for primary unit of Appropriation "substitute Unit of Appropriation"

(iii) In the heading of column 3 and in the heading of the third sub-column of column 6 for 'Primary Unit' and 'primary units', 'substitute' Unit of appropriation' and 'units of appropriation' respectively.

(iv) For Non Voted " wherever it occurs in the form substitute Non voted

(Hook of Account Form, 1st Edn (Rep), N 305, dated the 2nd June 1941).

Item.	Surrenders.		Net appropriation after each Modification.	
	Voted.	Non-voted.	Voted.	Non-voted.
1. The appropriations sanctioned by competent authority.				
2. op. substitute				
3. appropriation "				
4. and sub-column				
5. substitute. Total of				
6. Total Charged/				
1941.				

For the reference "(See Art. 286, Audit Colo.)" at the top, substitute "(See para 102, Audit Manual)".

(Back of Account Form, for E. L. N. No. 300, dated the 2nd June 1941).

INVESTMENT RETURNS.

To be submitted to the Gazetted Officer in charge every week.

Week ending.	Serial No.	Officer from whom due.	For what establishment.	Number of forms sent.	Dated initials of Despatcher.	1st reminder. 2nd reminder. 3rd reminder.	Date of Reminder if not received by 15th May.	Receipt. Number. Dated initials of Auditor.	Number. Dated initials of Auditor. Dated initials of Superintendent.	Completion of Check. Number. Dated initials of Auditor. Dated initials of Superintendent.	Dated initials of Gazetted Officer. Dated initials of the clerk preparing the Book.	Remarks.
--------------	------------	------------------------	-------------------------	-----------------------	-------------------------------	---	---	---	--	--	--	----------

Civil

The regular
and weekly
daily
the 1st of May
the return
the
the also
the daily
the
the Book

مجلس
العلماء
الاسلاميين

ANX

OFFICE OF

S. Y. 270.

(See Art. 287, Audit Code.)

(To be printed on foolscap quarto.)

OFFICE OF THE _____

Dated _____ the _____ 19 .

No. _____

ANNUAL ESTABLISHMENT RETURNS.

MEMORANDUM.

The undersigned has the honour to forward forms, as noted below, for preparation of the Annual Statements of Establishment prescribed in Article 62 of the Civil Account Code :—

Civil Account Code, Forms 3 and 4 each—

For office copies _____ copies.

For fair copies _____ copies.

2. It is requested that in preparing the statements the instructions given in Article 62, Civil Account Code, may be followed, and that returns, duly completed, may be de-patched so as to reach this office not later than 15th May next. In the case of establishments on a time-scale system, the return should be submitted in duplicate in the form prescribed for purpose.

3. It is also requested that the form of receipt below may be returned to this office, duly signed, on receipt of the forms.

4. A certificate should be furnished at foot of Form 3 thus : "Compared with Service Books and found to agree."

(Signature)

(Designation)

* * * * *

Received the undernoted forms for the preparation of the Annual Establishment Returns for April 19 .

Civil Account Code, Forms 3 and 4 each _____ copies.

Station _____ Signature _____

Date _____ Designation _____

Page 290, Form No. S. Y. 271—

(i) For the reference " (See Art. 288, Audit Code.)" a
tute " (See Para. 109, Audit Manual.)"

(ii) Item 1—

For this item substitute the following :—

1. Date of appointment to post not stated.

(iii) Item 2—

For " Date of appointment to present post..... — — —
lines 1-2 substitute " Date of appointment to post ".

(iv) Items 3 and 4—

Delete these items.

(v) Item 5—

Delete the words " and promotion to present pay " i
" acting " in line 3 substitute " officiating ".

(vi) Item 6—

For " Form 3 " and " Form 4 " substitute " Form A "
respectively.

(vii) Item 7—

For " acting " and " acting allowance " substitute " offic
ditional pay for officiating " respectively and at the end add
pay for officiating counts for pension ".

(viii) Item 12—

Delete this item.

(ix) Item 21—

Substitute the following for this item :—

" Form II not forwarded."

(x) Item 22—

For " Form 4 " substitute " Form B ".

(xi) Item 26—

Delete the words " Minimum and Maximum columns; $\frac{2}{wro}$

(xii) Item 28—

Delete this item.

(xiii) Item 32—

For " Next Increment " substitute " last increment ".

[Book of Account Forms, 1st Edn. (Rep.), No. 307, dated the 2nd J

(First page.)

6cer_____

at for year
Deduct :—					
Fide No.	dated
Fide No.	dated
Fide No.	dated
	TOTAL				

[illegible]

(Reverse.)

No of Voucher and date of payment.	Designation of Drawing Officer.	Nature of payment.	Amount.

No. of Voucher and date of payment.	Designation of Drawing Officer.	Nature of payment.	Amount.	No. and date of forwarding letter with which de- talled counter- signed bills were passed on to Accountant- General's Office.	REMARKS.

For the reference "(See Art 180, Audit Code.)" at the top, substitute
 "(See Para. 329, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.) No 309, dated the 2nd June 1941.]

(To be printed on—)

OFFICE OF THE _____

Dated _____ the _____ 19 .

MEMORANDUM.

Rs. A. P.

Amount of the bill

Deduct

Passed for payment

Reason of deduction.

R.—It is requested that this memo. may be returned with any representation that the
Government Servant may wish to make on this subject.
 Sd/

(Signature) _____

(Designation) _____

For the reference "(See Art. 475, Audit Code.)" at the top, substituted
 [See Rule (9) of Annexure A. to Chap. E of Sec. IV, Audit Code.]".

[Book of Account Forms, 1st Edn. (Rep.), No. 310, dated the 2nd June 1911.]

(To be printed on foolscap quarto.)

OFFICE OF THE _____

_____, dated _____ 19

INTIMATION.

Your bill for Rs. _____ received on the _____
 been passed for Rs. _____. Please send your messenger with
 your acknowledgment at foot duly stamped, with instructions to make
 over to the paying officer after actual receipt of the payment. To
 No. _____ (or this intimation when the bill has been sent by post and
 token received) should also be sent as evidence of identification in addition
 to the signed acknowledgment.

(Signature) _____

(Designation) _____

N.B.—Government accepts no responsibility for any fraud or misappropriation in respect
 of money or cheques made over to a messenger.

ACKNOWLEDGMENT.

RECEIVED by $\frac{\text{cash}}{\text{cheque}}$ Rs. (_____)

from the _____ in payment of my
 No. _____, dated the _____ 19 _____, on account
 of _____.

Station _____ (Signature) _____

Date _____ (Designation) _____

Name of messenger to whom
 payment is to be made _____

Signature or thumb impression of messenger _____
 (To be taken by the Audit Office.)

CUT OPEN HERE.

For the reference "(See Art. 175, Audit Code.)" at the top,
"[See Rule (9) of Annexure A to Chap. 5 of Sec. IV, Audit Code.]".

(Book of Account Forms, 1st Edn (Rep.), No. 311, dated the 2nd June 1941.)

(Size Post Card.)

Office of the _____

Dated the _____ 19 .

INTIMATION.

Your bill for Rs. _____ received on the _____ has been
for Rs. _____. Please send your messenger with your acknow-
ledgment duly stamped, with instructions to make it over to the paying
after actual receipt of the payment. Token No. _____ (or this
token when the bill has been sent by post and no token received) should
be sent as evidence of identification in addition to the signed acknow-
ledgment.

(Signature) _____

(Designation) _____

N. B.—Government accepts no responsibility for any fraud or misappropriation in respect of
or cheques made over to a messenger.

No. 312. .

Page 297, Form No. S. Y. 277—

For the reference "(See Art. 475, Audit Code.)" at the top sub
"[See Rule (10) of Annexure A to Chap. 5 of Sec. IV, Audit Code.]".

(Book of Account Forms, 1st Edn, No. 312, dated the 2nd June 1941.)

Received by cheque _____

from the _____ in payment of my bill No. _____

dated the _____ 19 , on account of _____

Station _____ (Signature) _____

Date _____ (Designation) _____

Name of messenger to whom
payment is to be made _____

Signature or thumb impression of messenger _____
(To be taken by the Audit Office.)

Delete the reference "(See Art. 496, Audit Code.)" at the top.

[Book of Account Forms, 1st Edn (Rep), No. 313, dated the 2nd June 1941]

~~(See Art. 406, Audit Code.)~~

(To be printed on foolscap folio.)

No.

The

of

193

From whom received _____

On what account _____

Whether Cheque, Draft, etc. _____

Value in Rupees _____

Head to be credited to _____

Accountant-General

• (Initials of Superintendent of Section
by which received.)

(Initials of Superintendent of
Bank Audit Section.)

Date on which credited by the Bank.

(Initials of Superintendent
Bank Audit Section.)

OFFICE OF THE ACCOUNTANT-GENERAL

Credit Slip No.

the

of

19

To

THE IMPERIAL BANK OF INDIA.

GOVERNMENT ACCOUNT DEPARTMENT.

The undersigned begs to forward a

• for Rupees

for credit in due course in the Government portion of the Bank's account under the following heads :—

Heads of Account to which the amount should be credited.	Amount.
TOTAL	

Accountant-General

N. D.—No acknowledgment is required, except the credit in account and receipt in subjoined Memo.

IMPERIAL BANK OF INDIA, GOVT. ACCOUNT DEPARTMENT. *The*

Received, with credit slip No.

for credit in due course

• the Government Account portion, a

for Rupees

Superintendent, Government Account Department, Imperial Bank of India

Page 300, Form No. S. Y. 281—

For the reference "(See Art. 769, Audit Code.)" at the top, substitute
 "(See Para. 561, Audit Manual)".

[Book of Account Forms, 1st Edn. (Rep.), No. 315, dated the 2nd June 1911.]

M42AGO

(See Art. 769, Audit Code.)

(To be printed on foolscap folio.)

To be returned in original within a fortnight of its receipt with reply
 in the right-hand column.

OFFICE OF THE

No.

Dated _____ the _____ 19 .

FROM

THE

To

The $\frac{\text{item}}{\text{items}}$ noted below $\frac{\text{is}}{\text{are}}$ held under objection for the reasons
 against $\frac{\text{it}}{\text{them}}$. The information asked for should be supplied, the
 removed or a full explanation furnished with an intimation of the
 taken.

Checked.

Entered in Objection Book, page

(Signature)

Auditor.

(Designation)

No. of item.	No and date of voucher and descrip- tion of charge.	Amount under objection	Particulars of objection.	Reply No. Dated— —19

Withdrawal of Retrenchment.

No. 316.

Page 301, Form No. S. Y. 282—

For the reference "(See Art. 774, Audit Code.)" at the top, substitute
"(See Para. 566, Audit Manual)."

[Book of Account Form, 1st Edn. (Rep. h. No. 316, dated the 2nd June 1911.)]

as per Slip No. _____, dated _____, as per particulars below. If recovery has already been effected, repayment on a simple receipt is authorised:—

Officer retrenched:—	_____
No. and date of voucher:—	_____
Amount	_____
Reason.	_____
No.	_____

Copy forwarded for information to the Treasury Officer.

Noted in Objection Book.

Auditor. (Signature)
(Designation)

Withdrawal of Retrenchment.

No.	_____
OFFICE OF THE	_____
Dated	_____ the _____ 19__
To	_____

Please consider as cancelled my Retrenchment Slip No. _____, dated _____, as per particulars below. If recovery has already been effected, repayment on a simple receipt is authorised:—

Officer retrenched:—	_____
No. and date of voucher:—	_____
Amount	_____
Reason.	_____
No.	_____

Copy forwarded for information to the Treasury Officer.

(Signature)
(Designation)

For the reference "(See Art. 774, Audit Code.)" at the top, substitute
 "(See Para. 566, Audit Manual)."

(Book of Account Form, 1st Edn. (Rep.) No. 317, dated the 2nd June 1941.)

No. Dated the 19 .

In modification of Retrenchment Slip No.
 dated 19 , please note that the
 Treasury Officer has been instructed
 to recover from the next travelling allowance

bill presented by you the amount noted below in
 the manner indicated. If the amount originally
 retrenched has already been recovered, the balance
 should be recovered or refunded as the case may be.

Drawing Officer
 Treasury of payment
 Voucher { No.
 Date
 Amount to be recovered Rs.
 To be recovered in

Reason

N.B.—For explanation see reverse.
 You should immediately forward any representation you may have to make in order that if it is accepted the retrenchment order may be withdrawn or modified.

(Signature)
 (Designation)

No. Dated the 19 .
 Copy forwarded to the Treasury Officer
 for information and guidance
 under the provisions of the above.

(Signature)

(Revised Retrenchment Slip.)
 SEE OF THE

No. Dated the 19 .
 To

In modification of Retrenchment Slip No.
 dated 19 , please note that the
 Treasury Officer has been instructed
 to recover from the next travelling allowance

bill presented by you the amount noted below in
 the manner indicated. If the amount originally
 retrenched has already been recovered, the balance
 should be recovered or refunded as the case may be.

Drawing Officer
 Treasury of pay
 Voucher { No.
 Date
 Amount to be recovered Rs.
 To be recovered in

Reason.

You should immediately forward any representation you may have to make in order that if it is accepted the retrenchment order may be withdrawn or modified.

(Signature)
 (Designation)

No. Dated the 19 .
 Copy forwarded to the Treasury Officer
 for information and guidance

(To be printed on foolscap folio)

No.

No. 318.

Pages 303-304, Form No. S. Y. 284—

(i) For the reference "(See Art. 775, Audit Code.)" at the top, substitute "(See Art. 252, Audit Code and Para. 567, Audit Manual)."

(ii) In line 3 of the letter (all the foils) for "salary/allowance substitute", pay/leave salary/allowance".

(iii) On the reverse of the form for the line "(To be printed on the reverse of the last folio)" at the top substitute "(To be printed on the reverse of the second folio)".

(iv) On the reverse of the form for "Treasury Office" read "Treasury

[Book of Account Forms, 1st Edn. (Rep.), No. 318, dated the 2nd June 1941.]

on account of _____

on account of _____

as detailed below.

The above amount will now be paid to you on presentation of this letter at the Treasury.

Garettd Officer.

Copy to Treasury Office

for information and necessary action.

Garettd Officer.

The above amount will now be paid to you on presentation of this letter at the Treasury.

I have the honour to be,
Sir,

Your most obedient servant,

(Signature)

(Designation)

(Payment to be made on revenue.)

No.

Reference to Voucher No. _____ dated _____

OFFICE OF THE

Dated _____ the _____ 19 _____

I have the honour to inform you that a sum of _____

_____ at Rs. (_____)

allowance _____

has been drawn by you in your _____ Bill

for the month of _____

_____ account of _____

as detailed below.

The above amount will now be paid to you on presentation of this letter at the Treasury.

I have the honour to be,
Sir,

Your most obedient servant,

(Signature) (Ed.)

(Designation)

Copy to Treasury Office

for information and necessary action.

(Signature)

(Designation)

(To be printed on the reverse of the last folio.)

Passed for Rs. (—————)

————— only.

————— } Treasury Office.
 ————— 19 . }

Received payment.

(Signature)

(Designation)

(i) For the reference "(See Art. 797, Audit Code.)" at the top, substitute "(See Para. 585, Audit Manual.)".

(ii) In the first heading for "canons of financial propriety" substitute "standards of financial propriety";

(iii) In the footnote for " See Article 797 of the Audit code " substitute " see Para. 585. Audit Manual ".

(Book of Account Forms, 1st Edn (Rep), No 7320, dated the 2nd June 1941.)

S. Y. 286,

(Sec. Act. 707, Audit Code.)

(To be printed on open foolscap.)

Register of expenditure involving breach of the canons of financial propriety.

List of Outstanding Objections more than $\frac{\text{three}}{\text{six}}$ months old.

[illegible]

(i) In the heading of column 7 for "Local Government" substitute "Government".

(ii) In the heading of column 9 for " Trial " read " Final "

{Book of Account Forms, 1st Edn (Rep.), No 321, dated the 2nd June 1941.}

[illegible]

For the reference "(See Art. 797, Audit Code.)" at the top, ^e
 "(See Para 585, Audit Manual.)".

[Book of Account Forms, 1st Edn. (Rep.), No. 322, dated the 2nd June 19

(To be printed on landscape 100mm.)

(Obverse.)

To be returned in original within a week of its receipt with reply noted on the margin.

No.	REPLY.
OFFICE OF THE	
, dated 19	
FROM THE	
TO THE	
SIR,	
<p>The items on my Objection Books noted on the reverse have long been outstanding. As it is very desirable that they should be adjusted without further loss of time, I have the honour to invite your particular attention to them and to request that you will be so good as to take special steps in view to their early clearance, noting the action taken in the margin of this letter which should be returned without delay.</p> <p>I have the honour to be,</p> <p>SIR,</p> <p>Your most obedient servant,</p> <p>(Signature)</p> <p>(Designation)</p>	

(Reverse.)

Objection Statement.

Objection Statement.				
Month.	No. of Voucher.	Amount.	Remarks.	

In line 2 of the Memo (both sides) for "Remittance Transfer Receipt" substitute "Government Draft"

[Book of Accounts Form: 1st Edn. (Step), No. 323, dated the 2nd June 1941]

OFFICE OF THE

No.

dated 19 .

The undersigned has the honour
to request that a Remittance ~~Transfer Receipt~~ ^{Govt. Draft}
Bill of Exchange

for Rs. ()
£ ()

on

in favour of

may be forwarded to this office, its

^{amount*}
being debited to Government

account under

(Signature)

(Designation)

*To be stated in a memo which should
be attached to the bill

OFFICE OF THE

No.

dated 19 .

The undersigned has the honour
to request that a Remittance ~~Transfer Receipt~~ ^{Govt. Draft}
Bill of Exchange

for Rs. ()
£ ()

on

in favour of

may be forwarded to this office, its

^{amount*}
being debited to Government

account under

(Signature)

(Designation)

*To be stated in a memo, which should
be attached to the bill.

To

THE IMPERIAL BANK OF INDIA.

THE IMPERIAL BANK OF INDIA.

Page 310, Form No. S. Y. 289—

For "Remittance Transfer Receipt" wherever it occurs in substitute "Government Draft".

[Book of Account Forms, 1st Edn (Rep.), No. 324, dated the 2nd June 1941.

(to be printed on foolscap quarto.)

No. _____

Dated _____ the _____ 19 ____

FROM

THE _____

TO

THE _____

SIR,

As requested in your letter No. _____, dated the _____, a

Remittance ^{Govt. Draft} ~~Transfer Receipt~~ for Rs. _____ in favour of _____
Bill of Exchange_____ is being forwarded ¹⁰ herewith. The ^{amount} ~~Cost~~ of theGovernment Draft
Remittance ~~Transfer Receipt~~ ^{Bill} Rs. _____ as p. has been debited to your

appropriation for contingencies under _____.

The amount should be entered in your contingent Register against the appropriation for the current financial year and payee's (stamped) receipt obtained and forwarded to this office.

Please acknowledge receipt of the ^{Government Draft} ~~Remittance Transfer Receipt~~
Bill of Exchange.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

Page 311, Form No. S. Y. 290—

Delete this form.

[Book of Account Forms, 1st Edn (Rep), No 325, dated the 2nd June 1941.]

(Se

(To be printed on foolscap.)

Transfer Entry Number Pook

Series
Department

Month of

19 -1;

Section No.	District.	DEBITED.		CREDITED.		Reasons for transfer entry *	Receipt of the book by department.	Book Depart- ment No. of T. E.	RSM
		Used.	Amount.	Head.	Amount.				
			a. p.		R. a. p.				

* In column 7 a guide letter A, B or C, as the case may be, should appear to indicate the reasons for transfer entries.

B = Mistake of the Treasury Department.

C = Periodical adjustment.

A = Mistake of his office.

For the reference "(See Art. 25, Account Code.)" at the top, substitute "(See Para. 310, Audit Manual.)".

[Book of Account Forms 1st Edn (Rep). No 326, dated the 2nd June 1941.]

S.Y. 291.

(See Art. 25, Account Code.)

(To be printed on foolscap folio.)

N.B.—Agreement should be made with Departmental Registers and not with Treasury figures.

Remunder on the

No.

From

THE ACCOUNTANT-GENERAL,

To

The

Dated ———, the

19

Sir,

I have the honor to request that you will inform me whether the outstanding against your district in the books of this office on March 19, on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate on the reverse, duly signed.

I have, etc.,

Gazetted Officer.

N.B.—Agreement should be made with Departmental Registers and not with Treasury figures.

No.

From

THE ACCOUNTANT-GENERAL,

To

The

Dated

the

Sir,

I have the honor to request that you will inform me whether the outstanding against your district in the books of this office on March 19, on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate on the reverse, duly signed.

I have the honor to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

For the reference "(See Art. 25th Account Code.)" at the top, substitute "(See Para. 310, Auditor Manual)."

(Book of Account Forms 1st Edn (Rep.), No 326, dated the 2nd June 1941.)

S.Y. 291.

(See Art. 25th Account Code.)

(To be printed on foolscap paper)

N.B.—Agreement should be made with Departmental Registers and not with Treasury forms.

Remitted on the

No.

From

THE ACCOUNTANT-GENERAL,

From

No.

THE ACCOUNTANT-GENERAL,

To

To

The

Dated _____, the _____ 19__.

At,

Dated _____, the _____

I have the honor to request that you will inform me whether the outstanding against your office is in the books of this office on the 31st March 19__ on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate, printed on the reverse, duly signed.

I have, etc.,

Gazetted Officer.

I have the honor to request that you will inform me the outstanding against your district in the books of this office on March 19__, on account of the advances noted overleaf, agree with those shown in the books of your office.

This form should be returned with the appropriate certificate on the reverse, duly signed.

I have the honor to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

Page 314, Form No. S. P. 992—

For the reference "(See Article 256, Rule 1, Account Code.)" at the top
substitute "(See Para 310, Rule 1, Audit Manual.)"

Blank of Account Forms, 1st Edn. (Rev'd), No 327, dated the 2nd June 1941.]

Office of the		Office of the	
To	Tue	To	Tue
Dated the 19 .		Dated the 19 .	
Sir,	Sir,	Sir,	Sir,
I have the honour to state that a sum of Rs. _____ is	I have the honour to state that a sum of Rs. _____ is	I have the honour to state that a sum of Rs. _____ is	I have the honour to state that a sum of Rs. _____ is
outstanding against your subordinates on the 31st March 19 _____, on account	outstanding against your subordinates on the 31st March 19 _____, on account	outstanding against your subordinates on the 31st March 19 _____, on account	outstanding against your subordinates on the 31st March 19 _____, on account
of _____ drawn by _____	of _____ drawn by _____	of _____ drawn by _____	of _____ drawn by _____
you as shown on the reverse.	you as shown on the reverse.	you as shown on the reverse.	you as shown on the reverse.
Please state on the reverse if you accept the amount as correct.	Please state on the reverse if you accept the amount as correct.	Please state on the reverse if you accept the amount as correct.	Please state on the reverse if you accept the amount as correct.
Please obtain and furnish acceptance to the correctness of the balances out-	Please obtain and furnish acceptance to the correctness of the balances out-	Please obtain and furnish acceptance to the correctness of the balances out-	Please obtain and furnish acceptance to the correctness of the balances out-
standing against them.	standing against them.	standing against them.	standing against them.
2. In case of non-acceptance, details of credits should be forwarded	2. In case of non-acceptance, details of credits should be forwarded	2. In case of non-acceptance, details of credits should be forwarded	2. In case of non-acceptance, details of credits should be forwarded
to this office, quoting the number and date of the Treasury vouchers from	to this office, quoting the number and date of the Treasury vouchers from	to this office, quoting the number and date of the Treasury vouchers from	to this office, quoting the number and date of the Treasury vouchers from
which the amounts were deducted or of the Treasury cheques with which the	which the amounts were deducted or of the Treasury cheques with which the	which the amounts were deducted or of the Treasury cheques with which the	which the amounts were deducted or of the Treasury cheques with which the
amounts were refunded.	amounts were refunded.	amounts were refunded.	amounts were refunded.
I have the honour to be, Sir, Your most obedient servant,		I have the honour to be, Sir, Your most obedient servant,	
(Signature)		(Signature)	
(Designation)		(Designation)	
Certified Officer.		Certified Officer.	

Para 316-317, Form No. S Y 291 -

- (v) Delete the reference "(See Art 8, C A C)" at the top
- (vi) Delete "(Art. C A C)" occurring in all the following
- (vii) In the second and third folios in line 10 of the letter for "List of Payments" substitute "Schedule of Payments"
- (viii) For "mortgaged bond" in the counter foil and in line 2 of the enforcement in the second foil substitute "mortgage bond"
- (ix) In the "Reverse" portion of the form in line 1 of instruction No. 1, for "non gazetted officers" substitute "non-gazetted Government servants"
- (Book of Account Forms, 1st Edn (Steph. No. 328, dated the 2nd June 1941)

pay to _____

amount of _____

Receiptable to _____

made of Rs. _____ each commencing _____

the last instalment being of Rs. _____

The execution of a mortgage bond shall be certified on the bill or the required certificate shall be furnished as soon as possible.

Signature _____

Designation _____

(Sd.) _____

I have etc.

Art. C. A. C.

the last instalment being of Rs. _____

each commencing _____

charge should be shown as a distinct item in the body of the bill of payments in the schedule for _____

The amount should be recovered in _____ equal instalments of Rs. _____ each, commencing from _____

Art. C. A. C., the last instalment being of Rs. _____

I have, etc.

the _____ dated _____ 19 _____

No. _____

TREASURY OFFICER

these letter No. _____ dated _____, hence payment of a sum of Rs. _____ on account of _____, I have the honour to _____

payment of the amount to _____ on presentation of a _____ simple receipt

The No and date of the letter should be quoted on the Receipt Voucher as your authority for the payment, and the charge should be shown as a distinct item in the body of the bill of payments in the schedule for _____

(Reverse.)

- (1) In the case of non-gazetted officers who are not entitled to draw their pay in the O's bill form, the receipt of the payee, stamped, if necessary, should be furnished on the bill itself.

(2) In the case of an advance drawn for the purchase of a house, a certificate should be furnished at the end of three months to the effect that the amount drawn has been put on the purchase of the house.

(3) In the case of an advance for building or repairing a house drawn by instalments, the amount of each instalment should be such as can be spent within three months. The first and second and subsequent instalments should be supported by a certificate that the amount of the previous instalment of the advance drawn on has been actually paid for the purpose for which it was drawn. At the end of three months from the date of the last instalment of the advance, a further certificate should be sent to this effect that the amount of Rs. _____ of the last instalment of the advance for Rs. _____

Account of house $\frac{\text{building}}{\text{repairing}}$ has been actually utilised for the purpose for which it was

(f) In case of an advance sanctioned for purchase of Motor Car or Motor Cycle the amt should not be drawn from the treasury until it is actually needed for the purchase of the Car or the Cycle.

(5) Simple interest at 5 per cent. per annum is leviable on the balance of the advance standing on the last day of each month.

(c) Insurance should be effected within one month of the date of purchase and the insurance cover note and not the Insurance Policy sent to the Audit Office for reference and during any period must not be beginning of that period and that he advance has been completely wing that the car has been suffi- the evidence of renewal of insu-

(7) The date of purchase of the Car or Cycle should be intimated to the Audit.

(5) A certificate may be sent to the Audit Office to the effect that the mortgage bond been deposited with the Inspector General of Registration for safe custody.

(9) The contravention of these orders will render an officer liable to refund the whole amount advanced with interest accrued unless good reason is shown to the contrary.

(1) Delete the reference "[See Art 8, C. A. C.]" at the top.

(2) In the second foil for "of" in line 3 of the letter substitute "at".

(Book of Account Forms, 1st Edn. (Rep.), No 323, dated the 2nd June 1941.) '19.

To _____

The _____

SIR,

I have the honour to inform you that I have sent to the Treasury Officer _____ duly passed for payment of the _____ for Rupees _____ the _____ Bill _____ forwarded for pre-audit with your letter No. _____ dated _____ 19. You may now arrange to receive payment from the Treasury Officer _____ on presentation of this letter either in person or with a written application duly signed by you.

A sum of Rs. _____ has been disallowed for the reasons stated on the reverse.

Copy to T. O. _____ for information _____

and necessary action.

I have the honour to be,
SIR,

Your most obedient servant.

(Signature)
(Designation)

Quaranteed Officer

Return of Bills after Pre-audit.

No. _____ dated _____ the _____ 19.

From _____

The _____

To _____

THE TREASURY OFFICER.

SIR,

I have the honour to forward the Bill noted below and to state the Rs. _____ may be paid at the _____ Treasury. On production of this office letter of authority No. _____ dated _____ by _____ either in person or with a written and duly signed application.

The number and date of this letter should be quoted as the authority for the payment and the amount when paid should be shown as a distinct item in the body of the List of Payments.

I have the honour to be,
SIR,
Your most obedient servant.

(Signature)
(Designation)

(Reverse.)

The sum of Rs _____ has been disallowed for
the Rea-cha given below :—

(i) Delete the reference "[See Art. 93 (7), C. A. C.]" at the top.
 (ii) In lines 2-3 of the letter (both folds) for "as required by Article 93 (7) of the Civil Account Code, Vol I" substitute "as required under Rule/Para. of"

[Book of Account Forms, 1st Edn. (Rep.), No. 330, dated the 2nd June 1941]

At the acknowledgment duly signed.)

, the 19

The

Sir,

I have the honour to point out that you have not yet sent an acknowledgment of Permanent Advance as required by Article 93 (7) of the Civil Account Code, Vol. I, and to request that you will be so good as to fill in and sign the form given at foot

Amount of permanent advance Rs.

Sir,

I have the honour to point out that you have not yet sent an acknowledgment of Permanent Advance as required by Article 93 (7) of the Civil Account Code, Vol. I, and to request that you will be so good as to fill in and sign the form given at foot.

I have the honour to be,
 Sir,

Your most obedient servant,
 (Signature)
 (Designation)

ACKNOWLEDGMENT.

I hereby acknowledge that the sum of Rs. (in words) held by me as a permanent Advance on account of this office and the offices subordinate to me on the be accounted for by me. Station 19 is due from and has to

(Signature)

(Designation)

*Cash in hand

Unrecovered voucher

Amounts in the hands of and acknowledged by subordinate officers Rs. Rs. Rs.

(Signature)

(Designation)

Page 321, Form No. S. Y. 295—

Delete the reference "(Art. 111, C. A. C.)" at the top.

[Book of Account Forms, 1st Edn. (Rep.), No 331, dated the 2nd June 1941.]

(Art. 111, C. A. C.).

(To be printed on foolscap folio.)

To be returned in original with reply noted in the right-hand column.

OFFICE OF THE

Reply No.

To —, Dated — the — 19 .

Dated — the — 19 .

Enclosures

To

To

THE

MEMO.

MEMO.

Please report at
 the sum of
 applied to
 and to
 been added to your account of expenditure. If
 the amount has not yet been accounted for,
 please add it to the amount of expenditure in
 your next contingent bill and intimate to this
 effect the fact of your having done so.

Please also furnish me at your earliest con-
 venience with the original authority for the
 purchase of
 applied to you by

Cost of Re. at

* Details.

(Signature)

(Designation)

Noted in

Auditor

No. 332.

Page 322, Form No. S. Y. 299--

In the heading of the last column for "or" read "of"
(Book of Account Forms, 1st Edn (Rep.), No 332 dated 31-3-37)

[illegible]

S. Y. 301.

(To be printed on $\frac{1}{2}$ foolscap folio.)*Requisition for Records,**The* _____ *19* .Required the following records:—

_____Particulars of records:—

_____Purpose for which required:—

(Sign name in full) _____

Section _____

*Countersigned.**Senior Accountant.*

Received.

Applicant.

325

S. Y. 303.

(Post Card.)

OFFICE OF THE

Dated _____ 193 ;

Intimation that a bill is to be returned.

Your bill for Rs. _____ received on _____ is to be returned. Please send the token.

(Signature) _____

(Designation) _____

/ S. Y. 304.

(To be printed on foolscap folio.)

REGISTER OF BILLS RETURNED UNAUDITED.

Serial No.	Token No.	Date of return.	Nature of Bill.	By whom drawn.	Amount.	REMARKS.

No. 333.

Page 327, Form No. S. Y. 305—

In the column "Name of article" delete the item "Slip book".
 (Book of Account Form, 1st Edn. (Rep.), No. 333, dated the 2nd June 1911)

N. D.—Each Assistant is entitled: (1) monthly to 6 rebs and one sheet of blotting paper; (2) quarterly to one black pencil.

Coloured pencils are allowed only to Gazetteed Officers.
 Superintendents are responsible for the correctness of their indent, and for due economy in the use of the stationery supplied on their receipt.

Name of article.	Name of Assistant.	Total.	Remarks.
Paper, Foolcap			
" Brown			
" Typewriting			
" Blotting			
" Carbon			
" Serampore			
" Duplicating			
Ink, blue			
" red			
Envelopes, D. O.			
Grass, f. and P.			
" Type			
Desk knife			
Pen-holders, ordinary			
Knives, ordinary			
Stand, ordinary			
Penroll, Lead			
" Red and Blue			
" Reporters			
Machine oil			

Name of article.

Name of article.	Name of Assistant.										Total.	Remarks.
Type cleaning brush												
Typewriting brush												
ribbon												
Wax cloth												
Needles												
Tins												
Sealing wax												
Tape												
Not tape												
Short-hand note book												
typewriter												
Gloss												
Candle												
Twine												
Matches												
Carbide												
Note sheets												
Pair letter form (Thin)												
" "												
" "												

Checked with sanctioned scale and by reference to requisitions of previous months. Totals correct.

Stationery-keeper.

Superintendent, Section.

Received the above articles.

Officer authorizing Supply.

Signature of recipient.

S. Y. 306.

(To be printed on foolscap folio.)

PAY BILL OF THE _____ DEPARTMENT.

For _____ 19 .

Serial No.	Names	Net amount due for payment.	Remarks.
1	2	3	4
			CASH REQUIRED FOR DISBURSEMENT AS FOLLOWS:
			100 Rupee Notes. Rs.
			10 " " "
			Whole Rupee "
			$\frac{1}{2}$ " "
			$\frac{1}{4}$ " "
			$\frac{1}{8}$ " "
			$\frac{1}{16}$ " "
			TOTAL Rs.
			Rupees (in words)
	TOTAL		

Please pay the amount (mentioned in column 3 above) to—

Dated _____ 19 .

Superintendent, _____

Received payment.

(To be printed on foolscap folio.)

SECTION.

Transit Book of Records made over to Record-room.

Date.	Description of Records.	Period.	Number of Volumes.	Receipt of Record-keeper.	Remarks.

No. 334.

Page 329, Form No. S. Y. 308~

For the reference "(See Art. 769, Audit Code.)" at the top substitute "(See Para 561, Audit Manual.)".

[Book of Account Forms, 1st Edn (Rep). No 334, dated the 2nd June 1911.]

Registers of half margins of _____
 Section _____ issued in the month of _____ 19 ____ .
 District _____

No.	Date.	To whom sent.	Particulars.	No. of enclosures.	Debiter's initials with date.	Place of remittance.	Slip No.	Date of receipt.	Auditor's receipts with date.	How disposed of.	Remarks.
-----	-------	---------------	--------------	--------------------	-------------------------------	----------------------	----------	------------------	-------------------------------	------------------	----------

S. Y. 309.
(POST CARD.)
REMINDER.

No. _____

Dated the _____ 19

FROM

THE _____

The returns noted below have not yet been received. They should
 forwarded with the *least possible delay*.

Specification of papers

Signature _____

Designation _____
 _____**S. Y. 310.**

(To be printed on fool-cap quarto.)

REMINDER.

FROM

No. _____, dated _____, the _____ 1

THE _____

To

THE _____

The ^{papers}~~returns~~ noted below have not yet been received. They should
 forwarded with the *least possible delay*

(Signature) _____

(Designation) _____
 _____Specification of ^{papers}~~returns~~ :—

S. Y. 312.

(To be printed on foolscap folio.)

to be rendered monthly (numbered consecutively) to the High Commissioner for India.

Sheet No. _____ Year commencing 1st October _____. Last return sent to the India Office on _____

Payments for passengers at Tariff rates made to Peninsular and Oriental
British India Steam Navigation
 Company or their Agents) between _____ 19 and _____ 19

[illegible]

S. Y. 313.

(To be printed on foolscap)

Requisition Book for obtaining sanction to local Purchases, Repairs, etc.

Name of Article or Nature of repairs.	Approximate cost.	Remarks of the Superintendent.	Orders or remarks of the Assistant Accounts Officer.	Orders of the Accountant General.	Amount paid.	Gazetted Officer's initials and date of payment.
	Rs. a. p.				Rs. a. p.	

No. 338.

Page 331, Form No. S. Y. 318—

For the heading of column 3 substitute the following:—
"Substance of substance."

receipt, if any, to which it is a reply ".

... is a reply . . .
[Book of Account Forms, 1st Edn, p. 11]

[illegible]

For the line "Name of work or particulars of Head of Service" at the top substitute "Name of work or particulars of Head of Account".

[Book of Account Forms, 1st Ed. (Rep.), No. 337, dated the 2nd June 1941.]

Reserves at the disposal of _____

Name of work or particulars of Head of Account Service _____

Budget item No. _____

Diary No.	Authority.	Number and date.	Budget grants additions + reductions—	APPROPRIATIONS.		Unappropriated balance.	REMARKS.
				Purpose.	Amount.		

The sub-heading 'Budget Item No.' and column "appropriations" No. 338.

Page 336, Form No. S. Y. 321—

Delete this form

[Book of Account Forms, 1st Edn. (Rep.), No. 338, dated the 2nd June 1941.]

Register for watching the working of efficiency bars on time-scale rates of pay.

Name of Service or Department or Office. _____

Month.	No.	Name	REMARKS.

Officers whose declarations were due but not received in the audit office.

for form
to fill in
new into

No. 339.

Page 337, Form No. S. Y. 322—

In the endorsement for "Advance Recoverable" read "Advances Recoverable".

[Book of Account Forms, 1st Edn (Rev.), No. 330, dated the 2nd June 1911.]

From
The _____
To _____
The _____

Dated _____, the _____ 19 .

Sir,

I have the honour to request that you will be good enough to pay into the _____ treasury, the amount noted on the reverse and intimate the payment to this office. Vouchers are herewith forwarded for reference and record.

Enclosures

I have the honour to be,

Sir,

Your most obedient servant,

(Signature) _____

(Designation) _____

No. _____
Dated _____, the _____ 19

Copy forwarded to the _____ with the request that he will be good enough to credit the amount to "Advances Recoverable," when paid into the Treasury.

(Signature) _____

(Designation) _____

S. Y. 322A.

(To be printed on foolscap folio.)

TO BE RETURNED WITH REPLY.

No.	Reply.
Office of the	
Dated , the 19 .	
FROM	
To	
SIR,	
I have the honour to request that you will be so good as to furnish the information, etc., required below.	
I have the honour to be, SIR, Your most obedient servant.	

S. Y. 322C.

INDEX SLIP OF RECORDS MADE OVER
TO THE
OLD RECORD BRANCH.

Name of ^{record} register

Period

Year due for
destruction

Dated Signature of

Page 339, Form No. S. Y. 323.—

For "Office of the Examiner of Local Accounts" at the top, a
"Examiner of Local Accounts" at the bottom, *substitute* "Office of t
Examiner....." and "Examiner....." respective

[Book of Account Forms, 1st Edn (Rep.), No. 340, dated the 1st August 1941.

3. 2. 1941.

(Post Card.)

Office of the Examiner of Local Accounts,

Dated

, the _____ 19

Please expedite transmission of the report on the audit of
_____ which was stated to have been
completed by you on _____ and explain delay.

office of the Exa;

Page 340, Form No. S. Y. 324.—

At the foot of the "(REVERSE)" portion of the form *insert* the following above the line "Local Auditor"—

"Stamp account—

Number of objection statements issued—

Number of objection statements received back—"

[Book of Account Forms, 1st Edn. (Rep.), No. 341, dated the 1st August 1941.]

(OBSERVE.)

Diary of _____ Local Auditor
for the week ending Saturday, the _____ 19 . .

Date.	Day of week and hour of attendance.	Locality and name of account.	Details of work done.

The _____ 19 . . Local Auditor.

(REVERSE.)

Statement showing time taken in the audits.

Name of audit and length of period for which accounts were audited.	When taken up.	When expected to be completed or when completed.	Number of working days taken up-to date or to end of audit	Number of working days allowed for the period of audit.	Remarks
Accounts under audit					
Audit closed during the week.					
Next Audit to be taken up.					

Page 342, Form No. S. Y. 326.

(i) Substitute the following for the heading of the form :—

"Extract from Establishment Pay Bill of the Local Audit Department for the month of.....19 .."

(ii) Insert the following below the second heading "Payable to..... Local Auditor, at the.....treasury."

Head of Account *

(iii) For the item "Pay of the chaprasi" substitute "Pay of the peon."

(iv) For the item "Postal Insurance Fund" under "Less fund deductions.....etc." substitute "Post Office Insurance Fund."

(v) Insert the following note at the foot :—

" *To be entered by drawing officer and checked in Audit Office."

[Book of Account Forms, 1st Edn. (Rep.), No. 342, dated the 1st August 1941.]

		Total claim		
Less fund deductions as follows ~		R	a.	p.
Hindu F. A. Fund	of the Auditor			
	of the Assistant			
Postal Insurance Fund	of the Auditor			
	of the Assistant			
General Provident Fund	of the Auditor			
	of the Assistant			
Total deductions				
Net claim				
Income Tax				
Other recoveries :—				
Net amount payable				

Rupees

Received contents

(Signature)

(Designation)

The.....19 ..

Passed for payment of Rupees.....

at the.....

Treasury

(Signature)

(Designation)

Dated.....19 ..

Pay Rupees (.....)

Treasury Officer.

S. Y. 327.

(To be printed on open foolscap.)

at *Objection Statement on the Accounts of* *for* *Page*

No. of transaction number order	Particulars of transaction.	Objection or suggestions.	Reply of Local Authorities	Notes of admission or further remarks by auditor	Further explanation by Local Authorities	Final remarks of Auditor

Page 344, Form No. S. Y. 328.—
For the headings of columns 12 and 13 substitute "Sending proof to Auditor" and "Receipt of proof from Auditor", respectively.

and "Receipt of proof from auditor." Rep. No. 343, dated the 1st August 1941.]

PROGRESS REGISTER OF LOCAL AUDIT REPORTS.

[illegible]

Register of Travelling Allowance Bills of Local Auditors for the year 19 -19

Date of receipt of bill.	Name of Officer.	Period of claim.	Gross amount.	Deduct Advances if any.	Net amount passed.	Progressive total.	Date of passing.	Initials of Superintendent.	Where payable.	Date of return of bill to officer.	Date of receipt of advance.	Remarks.
1	■	3	4	5	6	7	8	9	10	11	12	13

S. Y. 330.

(To be printed on foolscap quarto)

Office of the

No. _____

Station _____

Date _____

Memo.

_____ will take up
the audit of the accounts of the _____
_____ on or about the _____. It is
requested that he may be afforded the usual facilities in carrying
out his work.

2. It will greatly facilitate work and reduce subsequent correspondence if you will kindly arrange that the objections noted by the auditor are taken up promptly for settlement.

(Signature.)

(Designation.)

S. Y. 331.

(To be printed on foolscap breadthwise.)

**CHECK REGISTER OF DISPOSAL OF REPLIES BY LOCAL BODIES
TO AUDIT REPORTS, YEAR 19 19 .**

[illegible]

Serial No. Date	Particulars.	Instruction or Suggestion.

S. Y. 336.

(To be printed on foolscap folio.)

Progress Register of Audit of Local Accounts.

District and accounts.	The year in which audited.	Date up to which the account is now settled.	Number of month's accounts audited.	Date when the audit was begun.	Date when the audit was completed.	Number of working days occupied in the audit.	By whom audited.	REMARKS.

Page 350, Form No. S. Y. 337.—

For the line "The Examiner, Local Accounts" at the top substitute
 "The Examiner,....."

(Book of Account Forms, 1st Edn. (Rep.), No. 344, dated the 1st August 1941.)

(To be printed on foolscap quarto.)

No. , dated the 19 .

FROM

THE EXAMINER, ~~LOCAL ACCOUNTS,~~

TO

THE _____

SIR,

WITH reference to the rule noted in the margin, I have the honour to

observe that a report showing the action taken

and furnishing explanations upon the note on the

audit of the accounts of the _____ for the period

ending _____, which was forwarded with my office

No. _____, dated the _____, has not yet been received.

2. I would, therefore, request that you will be so good as to forward
 your remarks to this office at an early date.

I have the honour to be,

SIR,

Your most obedient Servant,

(Signature.)

(Designation.)

Demand Note Register of Audit Fees recoverable from Wards Estates during 1919.

[illegible]

S. Y. 340.

(To be printed on fool-cap quarto.)

FROM
THETo
THE

SIR,

Dated , the 19 .

With reference to

I have the honour to inform you that I propose visiting your district on the _____ of _____ 19 , and to request that the necessary accommodation in the Circuit House may be placed at my disposal from the above date till the _____.

I have the honour to be,

SIR

Your most obedient servant,

(Signature)

(Designation)

S. Y. 341.

(To be printed on fool-cap quarto.)

FROM
THE

THE

Dated , the 19 .

SIR,

THE Local Auditor Mr. _____ intends to take up the audit of _____ on _____.

If you desire to bring to his notice any matters which seem to require attention in connection with the accounts _____.

(either before or after the audit, I shall be glad if you will give him an appointment at head-quarters or the place of audit; his address will be _____.)

I have the honour to be,

SIR

Your most obedient servant,

(Signature)

(Designation)

S. Y. 342.

(To be printed on foolscap quarto.)

To

THE

SIR,

I HAVE the honour to report that I ^{arrived at} _{left} _____ on the _____

to take up the audit
after completing the audit of the accounts specified below :—

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

The

19

S. Y. 343.

(To be printed on foolscap quarto)

FROM

THE _____

Te

THE _____

SIR,

I HAVE the honor to request that you will be so good as to furnish the Local Auditor (Mr. _____), who is now auditing the accounts of the Municipality of _____ with a statement showing the amount of the municipal fines realized by you on account of that Municipality from _____ 10, to _____ 19____.

The amount of the fines realized should be written in words, as the statement is required to enable the Auditor to verify the cash book of the Municipality.

I shall be obliged if you will comply with my request as early as possible.

I have the honour to be,

SIR,

Your most obedient servant,

(Signature)

(Designation)

Dated _____ the _____ 19____

- (i) *Delete "Reserved/Transferred"* at the top right hand corner.

"Voted
Charged/Non-voted" at the top right hand corner *substitute*

(iii) For the heading "Fixed Establishment of the for the month of 19" at the top substitute "Fixed Establishment of the for the year 19-19"

(Book of Account Forms, 1st Edn. (Rep.), No. 345, dated the 1st August 1941.)

~~Required/Transferred~~
~~Charged~~
~~Vote/Noil-voted.~~

17

62

[illegible]

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 347, dated the 1st August 1941.]

~~General Provident Fund Form 2.~~

(To be printed on foolscap folio)

GENERAL INDEX REGISTER.

Account No.	Ledger folio.	Name and designation of Subscriber.	Nomination when received.	Date of and reason for closure of recount.	REMARKS

G. P. F. 2.

General Provident Fund Form 2.

(To be printed on card)

NAME _____

ACCOUNT NUMBER _____

LEDGER FOLIO _____

POST _____

No. 348.

Page 370, Form No. G. P. F. 4.—

Delete this form.

[Book of Account Forms, 1st Edn. (Rep.), No. 348, dated the 1st August 1941.]

Number of members of the Association	Name of applicant	Whether European, Anglo-Indian or Indian.	Official designation.	Office to which attached.	Whether permanent or temporary is on probation for a permanent post.	Whether he will last at least for 3 years.	Pay scale per annum. (P. P. Rules.)	Compulsory or optional the terms of subscriber, each Fund.	Whether the applicant has a family or not.	Whether the applicant is the holder of the office of the Fund.	Remarks.		
1		3	4	5	6	7	8	9	10	11	12	13	14

Station

Date

19

Signature of Applicant.

Signature of the Head of the Office.

Designation.

Office of the

No. dated the 19

Returned with account number allotted. This number should be quoted in all correspondence connected therewith. A form of Nomination is sent herewith which should be returned, duly filled in, as soon as possible.

(Signature)
(Designation)

G. P. F. 4.

General Provident Fund Form 4.

(To be printed on Super Royal with eight sets of columns as below in one open full sheet)

Name Number Official designation District.

Pay on 31st March of preceding year. 19 . 19 .	Subscription in whole rupees.	Refunds of with- drawals.	Total.	Withdrawals.	Monthly balance on which inter- est is calcu- lated.	Balance
April . . .						
May . . .						
June . . .						
July . . .						
August . . .						
September . . .						
October . . .						
November . . .						
December . . .						
January . . .						
February . . .						
March . . .						
Mar. (Final) . . .						
Mar. (Supplement- ary.) . . .						
Total R . . .						
Balance from 19 . 19						
Deposits and refunds as above						
Interest for 19 . 19						
Posted by . . .	Total R . . .					
Checked by . . .	Deduct—Withdrawals as above					
Examined by . . .	Balance on 31st March					

SECRETARY OF STATE.

Page 371, Form No. G P. P. 6.
Delete this form.

No. 349.

Serial No.	Date of Receipt	Policy No.	Name and Designation of Policy Holder and Ledger Folio Number.	Amount.	Name of Insurance Company.	Amount of premium.	If for payment of (Quarterly, Half-yearly or yearly) and from what date.	Initials of G.	ment, transfer, etc.	No. and date of forward letter.	No. and date of acknowledgment.	Initials of Officer.	REMARKS.

It is hereby certified that the enclosed is the original of the document in charge of the General Fund Section, a certificate that the policies have been handed and taken over should be received over the signatures of both the receiver and relieving officers.

G. P. F. 9.

General Provident Fund Form 9.

(To be printed on foolscap folio.)

Depositor No. _____

.....*....., Provident Fund.

Form of Nomination when subscriber has a family.

I hereby direct that the amount at my credit in the*
 Provident Fund at the time of my death shall be distributed
 among the members of my family mentioned below in the manner shown
 against their names.

Name and address of nominee or nominees.	Relationship with the subscriber.	Age of the nominee.	Amount or share of accumulations. (This column should be filled in so as to cover the whole amount at credit.)
1	2	3	4

Two witnesses to signature of subscriber.

Witness No. 1

Witness No. 2.

Signature

Signature of subscriber

Occupation

Occupation of subscriber

Address

Address of subscriber

* Here insert the words I. C. S. (Non-European Members) Contributory, India, General,
 Central Services, etc., in the case may be, to complete the name of the fund concerned.

G. P. F. 9-A.

General Provident Fund Form 9-A.

(To be printed on foolscap folio.)

.....*Provident Fund.....

Form of nomination when subscriber has no family.

I hereby declare that I have no family† and direct that the amount at my credit in the * Provident Fund at the time of my death shall in the event of my having no family be distributed among the persons mentioned below in the manner shown against their names.

Name and address of the nominee and nominees.	Relationship, if any, with the subscriber.	Age of the nominee.	Amount or share of recommission. (This column should be filled in so as to cover the whole amount at credit.)
1	2	3	4

Two witnesses to signature of subscriber.

Witness No. 1

Witness No. 2

Signature

Signature of subscriber

Occupation

Occupation of subscriber

Address

Address of subscriber

† As defined in Rule

$$\frac{2(1)(c)}{2(1)(iii)}$$

$$2(1)(c)$$

General Provident Fund (Central
of the Contributory Provident Fund
I. C. S. (Non-European Members)

Services)

(India) Rules,
Provident Fund

* Here insert the words I. C. S. (Non-European Members) Contributory.....India GeneralCentral Services, etc., as the case may be to complete the name of the fund concerned.

G. P. F. 11.

General Provident Fund Form 11.

(To be printed on foolscap folio.)

OFFICE OF THE

dated _____ 193 .

No.

FROM

THE

To

Sir,

With reference to your letter No.

dated

intimating that

quitted the servicedied

on _____ and asking for payment of the amount at _____
 credit (Account No. _____) in the General Provident Fund on that
 date, I have the honour to authorize you to draw a sum of Rs. (_____)
 the amount of _____ deposits with interest calculated up to _____
 _____, by presenting a bill at the _____ Cash counter of this office.

2. The disbursement should be made in terms of Rules _____
 of the G. P. Fund Rules and a certificate of disbursement of the amount
 furnished in your next establishment bill.

3. The deceased by a declaration dated _____ desired
 that _____ of his accumulations in the Fund should be paid to the
 persons named overleaf in the proportions mentioned against each.

4. The payee should be informed that he/she shall have to accept the
 amount when tendered ; and that no interest will be allowed thereafter.

5. The

has been advised accordingly.

I have the honour to be,

Sir,

Your most obedient servant,

(Signature)

(Designation)

for information

Copy to the
 and favour of necessary action.

(Signature)

(Designation)

P.F.11-A

General Provident Fund Form 11-A.

(To be printed on foolscap folio.)

Special Seal.

Office of the

No

From

To

The Accountant GeneralThe Treasury Officer.

Sir,

I have the honour to request you to arrange for the payment of
 Rs. (Rupees annas) only to
 from the Treasury
 on or after,

The amount represents the $\frac{\text{available balance}}{\text{residual balance}}$ of the deposit in the General
 Provident Fund (Account No.) with interest calculated thereon
 to the,

The following document(s) required in connection with the identification
 of the payee $\frac{is}{are}$ enclosed herewith. *

The payee should be informed that he/she shall have to accept the
 amount when tendered, and that no interest will be allowed thereafter.

The amount, when paid, may be $\frac{\text{debited to this}}{\text{shown in your treasury accounts as creditable}}$
 quoting the number and date of this letter as authority and
 forwarding the actual payee's receipt in support of the charge.

The payee is being informed accordingly.

I have the honour to be,

Sir,

Your most obedient servant,

Assistant Accounts Officer.

Assistant Accountant General.

No.

, dated

Copy forwarded for information to the ..
 with the request that the payee may be directed to
 Treasury.
 that he/she shall have to accept the amount
 further interest will be allowed thereafter.

Authority for payment of the residual balance will issue as soon as the
 credits for are booked to his ledger account.

Assistant Accounts Officer.
Assistant Accountant General.

General Provident Fund Form 16.

(To be printed on foolscap quarto.)

G. P. F. 16.

OFFICE OF THE

OFFICE OF THE

No. , the 19 No. dated , the 19 .

To

THE

To

THE

SIR,

SIR,

With reference to your letter No. , dated the 19 , I have the honour to request you to return to this office the enclosed forms of application for admission to the General Provident Fund duly filled in at an early date. On their receipt, account numbers will be assigned and intimated to you.

With reference to your letter No. , dated the 19 , I have the honour to request you to return to this office the enclosed forms of application for admission to the General Provident Fund duly filled in at an early date. On their receipt, account numbers will be assigned and intimated to you.

No subscriber should be allowed to contribute to the Fund unless an account number is intimated by this office (vide rule 24 of the General Provident Fund rules).

No subscriber should be allowed to contribute to the Fund unless an account number is intimated by this office (vide rule 24 of the General Provident Fund rules).

I have, etc.,

I have the honour to be,
SIR,

Enclosures :—

Your most obedient Servant,

G. O.

(Signature)
(Designation)

General Provident Fund Form 17.
(To be printed on foolscap folio lengthwise).

G. P. F. 17.

(Right hand column)

(Left hand column)

OFFICE OF THE

No. _____

dated _____, the _____ 19 ____.

To

The

To The

Memo.

With reference to rule 20 of the rules of the General Provident Fund, annual accounts of the depositors of your establishment noted on the reverse for the year are forwarded herewith with the request that they may be distributed to the depositors concerned.

2. If a subscriber has since been transferred from your office, his account may be sent to the officer under whom he is now working.

3. Please acknowledge receipt and also furnish to this office within a month of receipt of this memorandum a certificate to the effect that all the annual accounts received have been handed over to the respective subscribers. In case any accounts are forwarded to some other office (see instructions in paragraph 2 above), or cannot be delivered owing to ignorance of the whereabouts of the subscribers or some other reason and are therefore returned to this office, a detailed list of all such accounts stating clearly the names of the offices to which they were sent or the reasons why they could not be delivered should be furnished along with the certificate.

(Signature)

(Designation)

(Reverse of left hand column)

Account No.

Account No.

Account No.

G. P. F. 18.

General Provident Fund Form 18,

(To be printed on fool-cap quarto.)

Enclosure No. _____

No. _____

OFFICE OF THE

Dated _____ the _____ 19

To

The

Sir,

I have the honour to advise transfer through my exchange account for _____ 19 , of a sum of rupees _____

(_____) as detailed below, from the General Provident Fund Ledgers of this office.

2. A copy of the Ledger Account together with the nomination form (in original) and the policies detailed on the reverse are attached and an acknowledgment of their receipt is requested.

Account No.	Name and designation of depositor.	Date of closing the account.	Account.	Cause of transfer of Account.

3. He is a Compulsory subscriber. He discontinued subscription _____ times otherwise than on leave.

I have the honour to be,

Sir,

Your most obedient Servant,

(Signature)

(Designation)

G.J.F. F. 21.

General Provident Fund Form 21.

(To be printed on foolscap folio both sides.)

To be returned within a week of its receipt with reply in the right hand column

Enclosure.

[Half-margin objection memo. on General Provident Fund Nominations]

OFFICE OF THE

To _____ No _____, dated _____, the _____ 19____

With reference to _____, your attention is invited to the items of objection noted below. Please return this memorandum at an early date with your reply in the right hand column and also the enclosure after removal of the defects pointed out. (A fresh Nomination Form is sent herewith for resubmission).

(Signature)

(Designation)

Reference to Nomination.

Reference to Item No of objection

Nature of objection.	Reply.
1. A subscriber should enter his account number and state whether he is unmarried or married or a widower in the spaces provided for the purpose at the top of the form.	
2. A married subscriber cannot nominate any one other than his (1) wife or wives (2) Children or (3) widow or widows and children of a deceased son, so long as they are alive.	
3. In case the subscriber is a widower and nominates persons other than his children, or the widow or widows and children of a deceased son, he should certify on the form that he has no issue.	
4. Full names and private addresses of the nominees should be clearly stated in column 1.	
5. The words "_____ " should be written in column 2 in lieu of "_____ "	
6. In the case of an "adopted child," it should be stated on the form whether, under the personal law of the depositor, adoption is legally recognized as conferring the status of a natural child.	
7. Column 2 has not been filled in against nominee No. _____	

Nature of objection.	Reply.
<p>8. The word "major" or "minor" has not been entered in column 3 against nominee No. and the age of the minor nominee No. has not been stated.</p> <p>9. The word "whole" or the share of the deposit payable to each nominee or a specific sum should be noted in the column 4.</p> <p>10. The name and private address of the person who is to receive the minor's share has not been entered in column 11 against nominee No.</p>	
<p>admissible.</p> <p>12. The word "male" or "female" should be written in column 6 against the person named in column 5; his father's name should also be written in that column.</p> <p>13. In the event of the death of a subscriber, the amount at his credit is payable to his nominee or nominees at once. It cannot be held in deposit until a minor nominee attains majority. Columns 5 and 6 of the form must therefore be completed.</p> <p>14. Full signature with date, occupation and address of the depositor and of the two witnesses to his signature should be given in the spaces provided for the purpose at the bottom of the form. The place of execution should be noted.</p> <p>15. All vernacular entries in the form should be transliterated into English and all corrections should be duly attested.</p> <p>16. Nominations containing erasures cannot be accepted.</p> <p>17. A nomination with a condition or in favour of legal heirs cannot be accepted.</p>	

G. P. F. 22.

General Provident Fund Form 22.

(To be printed on foolscap three pages.)

To be returned within a week of its receipt with reply in the right hand column.

Half-margin objection memo. on General Provident Fund Schedules and Vouchers.

OFFICE OF THE

No. , dated , the . 19 .

To

With reference to , your attention is invited to the item of objection noted below. Please return this memorandum at an early date with your reply in the right hand column. It is hoped that steps will be taken to prevent the recurrence of these irregularities.

(Signature)

(Designation.)

Reference to Schedules and Vouchers.	Reference to item of objection.	Reference to Schedules and Vouchers.	Reference to item of objection.
---	---------------------------------------	---	---------------------------------------

Nature of objection.

Reply.

1. Please furnish a copy of the order sanctioning the advance, which should state the specific purpose for which the advance is granted, and note that one is invariably attached in future to a bill of this kind. Where, however, this is of a confidential nature, it may be communicated to the Account Officer personally and confidentially [Note to Rule 20 (2) of the General Provident Fund Rules.]

2. The advance requires the sanction of

3. Please certify that the advance sanctioned does not exceed three months' pay of the subscriber, that it is covered by the balance at his disposal, and that the instruction contained in rule 20 (1) of the General

advance of Rs. up to 19 . The balance of Rs. , together with the amount of the present advance exceeds three months' pay. The amount withdrawn in excess, viz, Rs. , should be recovered, or the special circumstances under which the advance has been granted in excess of three months' pay should be stated.

5. The reasons for sanctioning the advance should be recorded in writing by the sanctioning authority.

(a) As 12 months have not elapsed since the complete repayment of the last advance of Rs. taken in

(b) As the advance of Rs. drawn by him is still under recovery [vide General Provident Fund Rule 20 (3)].

6. The number of instalments for recovery of the advance should be stated. It should be stated that the instalments should as far as possible be of equal amounts and in whole rupees [vide Rule 20 (4) (a) and (b) of the General Provident Fund Rules]

Nature of objection.

Reply.

7. As the monthly instalment of recovery is not in whole rupees, it is suggested that the advance may be ordered to be recovered in

8. Why has no instalment towards the repayment of the temporary withdrawal of Rs. taken in been recovered from the pay for paid in If he

authority on the schedule.

9. The temporary advance of Rs. , paid in
is recoverable in instalments of Rs. each.
Please state why Rs. only was recovered from the subscriber's
pay for ?

14. *Continued.*

15. The payee's receipt sent to this office is returned herewith. It should be filed in your office as acquittance.

16. The number and date of treasury voucher or the amount and date of encashment of the bill in which the recovery or adjustment is effected should be quoted

17. The schedule is not in the prescribed form (G. P. F. 8). Please use the authorised form in future

18. The name of the month has not been entered on the top of the schedule.

account number

19. The name of the subscriber has not been
rate of salary

rate of subscription

entered in the respective column of the schedule.

20. The correct of the
depositor, as noted in the ledger, is , as noted in
and not the schedule.

21. The name of the subscriber is not traceable in the books of this office. Please quote his account number or the number and date of your letter in which intimation of his having become a subscriber

once

23. As is not in superior service, he is not eligible to subscribe to the Fund. Please note and refund to him the amount recovered from him up to date.

24. The reason why no subscription as detailed below has been recovered from pay for the months noted against each should be stated.

(a)

Nature of objection.

Reply.

(b) If payment has been stopped by the subscriber please state why this non-payment should not be treated as a discontinuance under Rule 5 of the General Provident Fund Rules.

25. The ^{maximum}~~minimum~~ subscription payable by the subscriber in whole rupees on his pay of Rs. in respect of 31st March 19 ^{is} Rs. per month and not Rs. per month. The ^{excess}~~short~~ payment at Rs. per month up to date should be ^{adjusted to}~~recovered from~~ his next pay bill, quoting this as authority on the bill as well as on the schedule.

26. The subscriber having paid Rs. in April 19 , should continue to pay it throughout the year. The ^{short}~~excess~~ payment should be adjusted in his next pay bill, quoting this as authority on the bill as well as on the schedule.

27. Please furnish details showing how the sum of Rs. has been arrived at.

28. The date of payment of subscriptions paid in cash has not been stated in the remarks column of the schedule.

29. The subscription for the duty period from to at Rs. per month is Rs. , which should be recovered from the next bill of the subscriber.

30. Please explain the excess recovery or point out credit for the outstanding balance of Rs. See in this connection this office communication No. , dated the

sum in in respect of
34. Please furnish voucher in support of charge and explain the cause of non-submission.

35. The order of payment on the enclosed bill has not been signed. Please return after completion.

36. As the voucher has not been stamped, it is returned herewith for completion and return.

37. The Insurance Company's receipt for Rs drawn in for payment of premium should be forwarded to this office for the necessary endorsement.

38. Please state what amounts were deducted from the pay bills for

39. Please state whether any advance was granted during the twelve months prior to his death, resignation or retirement.

40. Please state the actual date of death, retirement or resignation and furnish copy of orders permitting him to ^{retire from}~~resign~~ his appointment under Government.

41. Please quote the number and date of the Treasury voucher in which the sum of Rs. representing the balance at credit of (Account No.) in the General Provident Fund authorized for payment in this office letter No. , dated was drawn. If the amount has not been drawn, please explain the reason.

General Provident Fund Form 23.

(To be printed on white pulp board double foldcap 13" x 14 1/2" both sides so as to include entries for four years.)

Name

Designation

Ledger Card.

Pay on 31st March 19 Rs.

Account No.

Year.	Opening Balance.	Subscriptions	Refund of Withdrawals	Withdrawals.	Closing balance.	Remarks.
19 19 .						
April .						
May .						
June .						
July .						
August .						
September .						
October .						
November .						
December .						
January .						
February .						
March .						
March (Final) .						
Total Rs.						

Balance on 31st March 19 .	Rs.	Space for Calculation of Interest.
Deposit and fund	Rs. "	
Interest 19 19	" "	
Total Rs.		
Withdrawals	" "	
Balance on 31st March 19 Rs.	" "	

Totalled by

Checked by

. F. 24.

General Provident Fund Form 24.

(To be printed on foolscap folio both sides.)

Master card.

Department

Month

District.	Subscription.	Refund of Withdrawal.	Withdrawal.
Total			
Total as per Detail Book.			
Difference.			

Initials of Auditors.

Initials of Accountant.

Initials of Gazetted Officer.

General Provident Fund Form 28.

(To be printed on foolscap folio, both sides.)

Proof sheet for the Department for the year 19 -19

	April.	May.	June.	July.	August.	And so on.
<i>Add—</i>						
Opening Balance						
Subscriptions						
Refunds of withdrawals						
Transfers to this Department						
*Interest on closed accounts						
Total						
<i>Deduct—</i>						
Withdrawals						
Transfers from this Department						
Total						
Closing Balance						
Balance statement figures						
*No. of Accounts						

G. P. F. 25.

General Provident Fund Form 25.

(To be printed on foolscap folio, both sides.)

Register of Quarterly verification of balances.

Account No.	Last year's balance.	Current year's balance at the end of the first quarter.	Current year's balance at the end of the 2nd quarter.	Current year's balance at the end of the 3rd quarter.

General Provident Fund Form 26.

(To be printed on foolscap folio, both sides.)

Department for the year 19 -19 .

Proof sheet for the

	April.	May.	June.	July.	August.	And so on.
<i>Add—</i>						
Opening Balance
Subscriptions
Refunds of withdrawals
Transfers to this Department
*Interest on closed accounts
Total
<i>Deduct—</i>						
Withdrawals
Transfers from this Department
Total
Closing Balance
Balance statement figures
*No. of Accounts

G. P. F. 23.

General Provident Fund Form 23.

[To be printed on Super Royal 12mo (4½" × 10½")]

*Deposits Account**for the year ending 31st March 19 .*

Account No.	Name of subscriber.	Opening Balance.	*Deposits during year.	Interest at for 19 .	Withdrawals during year.	Balance.

*Includes recoveries made during the months of April to March.

NOTE 1.—The subscriber is requested to state whether he desires to make any alteration in any nomination made under rules of the Fund

NOTE 2.—In cases where the subscriber has made no nomination in favour of a member of his family owing to his having no family at the time but acquired a family thereafter, the fact should be reported to the Account Officer forthwith

NOTE 3.—The subscriber is requested to signify himself as to the correctness of the statement and to bring errors, if any, to the notice of the Account Officer within month (s) from the date of its receipt.

*(To be filled in according to the rules of the fund concerned)

Office of the Accountant General.

_____ Section.

Signature.

Dated the

19 .

Designation.

N.B.—This form should also be used for the deposit accounts of subscribers to the I. C. S. (Non-European Members) Provident Fund, Contributory Provident Fund (India), other similar funds, the heading being suitably revised.

G. P. F. 23-A

General Provident Fund Form 23-A.

(Same as G. P. F. 23 with a flap in the middle at its top and with letters " on H. M. S.—To " printed on its reverse, to obviate the use of separate covering envelopes.)

General Provident Fund Form 29.

(To be printed on foolscap folio, both sides.)

Register for watching recoveries of temporary withdrawals from the General Provident Fund.

Serial No.	Name and Designation.	Account No.	Authority.	Amount.		No. of instalments for recovery.	Month of advance.	Month of recovery.		Remarks.
				Sanctioned.	Withdrawn.			First.	Final.	
1	2	3	4	6	6	7	8	9	10	11

NOTE.—In column 10, the month of final recovery should be the month in which recovery of interest is completed.

General Provident Fund Form 30.

(To be printed on foolscap folio, both sides.)

Register of closed accounts.

Serial No.	Name of subscriber.	Account Number.	Date of closing.	Date of receipt of disbursement certificate.	Date of authorization of residual balance.	REMARKS.

Note of Posting of corrections—*contd.*

[illegible]

